Printer/Scanner Kit Type 1232

Operating Instructions

Scanner Reference

1 Network Scanner
2 Preparations for Use as a Network Scanner
3 Setting Originals
4 Scanning Originals Using Network TWAIN Scanner
5 Delivering Stored Scan Data by the Network Delivery Scanner
6 Sending Stored Scan Data by E-mail
7 Using the Document Server
8 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before your use it.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Scanner function is available when Printer/Scanner option is installed to your machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

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- The product name of Windows®95 is Microsoft® Windows® 95.
- The product name of Windows®98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows® 2000 are as follows.
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server
- The product names of Windows NT® are as follows.
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

TABLE OF CONTENTS

How to Read This Manual **1**
Symbols 1
Names of Major Options 2
Manuals for This Machine **3**
Important **5**

1. Network Scanner

Outline **7**
Network TWAIN Scanner 7
Network Delivery Scanner 8
E-mail 9
Document Server 10
Names and Functions of Components **11**
Control Panel 11
Display Contents 12

2. Preparations for Use as a Network Scanner

Preparation Sequence **15**
Using as a Network TWAIN Scanner 15
Using as a Network Delivery Scanner 16
Using E-mail 17
Initial Scanner Setup **18**
Default Settings 18
Setting Scanner Features 21
Making Scanner Settings 25
Making Scan Data Subject Settings 29
Making E-mail Settings **32**
Setting Procedure 32
Verification of Settings 33
Installing Software **34**
Auto Run Program 34
Software for using a Network TWAIN Scanner 36
Software for using a Network Delivery Scanner 37
DeskTopBinder V2 Lite 38
Software Supplied on CD-ROM 39

3. Setting Originals

Placing the Original on the Exposure Glass **44**
Placing the Original in the Automatic Document Feeder (ADF) **45**
Placing the Divided Original in the Automatic Document Feeder (ADF) 46
Original Orientation and Scan Area Setting **47**
For a Network Delivery Scanner and Document Server 47
For a Network TWAIN Scanner 48

4. Scanning Originals Using Network TWAIN Scanner

Flow of Operations **49**
Scanning Originals **50**
Functions of the TWAIN Driver 52

5. Delivering Stored Scan Data by the Network Delivery Scanner

List Displays of Destinations and Senders **53**
Delivery Procedure **55**
Checking the Status of Delivery **62**
Using the Network Delivery Scanner with the Document Server **63**
Simultaneous Delivery and Storage 63
Delivering Stored Files 64

6. Sending Stored Scan Data by E-mail

List Displays of Destinations and Senders **65**
Procedure for Sending E-mails **66**
Checking the Status of E-mail **74**
Using E-mail with the Document Server **75**
Simultaneous E-mail and Storage 75
Sending Stored Files 76

7. Using the Document Server

Storing Data **77**
Storage Procedure 78
Viewing a List of Stored Files **82**
Viewing the List 82
Searching for Files 85
Deleting Stored Files **86**
Changing File Information **87**

8. Appendix

The Relationship between the Resolution and the Data Size **89**
Troubleshooting **91**
When Scanning Is Not Performed as Expected 91
Delivery Function Does Not Work 91
When an Error Message Is Displayed on the Control Panel 92
When an Error Message Is Displayed on the Computer 97
Specifications **99**

INDEX **100**

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the operation panel of the machine.

【 】

Keys on the computer's keyboard.

Names of Major Options

Major options of this machine are referred to as follows in this documentation.

- Printer/Scanner Kit Type 1232 → printer/scanner controller

For other options, see the respective documentation.

The following software products are referred to using a general name.

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTop-Binder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional → ScanRouter V2 Lite/Professional

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

Note

❒ Adobe Acrobat Reader is necessary to view the manuals in PDF format. Acrobat Reader can be installed from the Setup screen of DeskTopBinder V2 Lite or ScanRouter V2 Lite.

❖ **General Settings Guide**

Describes the settings of basic items to use this machine by connecting to a network. The machine must be connected to a network to use scanner functions. See this manual to set up necessary items.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier. The type of originals that can be used in this machine refer to this manual.

❖ **Scanner Reference (this manual)**

Describes basic settings for using scanner functions, installing necessary software, and operations for using the scanner functions.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about the functions of DeskTopBinder V2 Lite, see p.40 "DeskTopBinder V2 Lite".

- DeskTopBinder V2 Lite Setup Guide (PDF)
  Describes the operating environment for DeskTopBinder V2 Lite in detail and installation. This guide is displayed from the Setup screen when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF)
  Describes the outlined functions and use of DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.
- ScanRouter V2 Link Guide (PDF)
  Describes the functions and operations of "ScanRouter V2 Link" installed with DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

Note

❒ ScanRouter V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about ScanRouter V2 Lite, see p.8 "Network Delivery Scanner", p.41 "ScanRouter V2 Lite".

- ScanRouter V2 Lite Setup Guide (PDF)
  Describes the operating environment for ScanRouter V2 Lite in detail, installation, and settings. This guide is displayed from the Setup screen when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF)
  Describes the outlined functions of ScanRouter V2 Lite and the management and operation of a delivery server. This guide is added to the Start menu when ScanRouter V2 Lite is installed.

Important

When the machine is connected to a network, observe the following points when setting up the machine or changing settings.

For more details, see the documentation and Help for ScanRouter V2 Lite/Professional and DeskTopBinder V2 Lite/Professional.

❖ When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with ScanRouter V2 Link, or DeskTopBinder V2 Lite/Professional. In addition, appropriately set up connected devices with the I/O settings of ScanRouter V2 Administration Utility.
If the network environment changes, make the necessary changes for the delivery server with the machine, administration utility of client computers, ScanRouter V2 Link, and DeskTopBinder V2 Lite/Professional. Also, set the correct information for the connected device with the I/O settings of Administration Utility.

Important

❒ When the software is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever connection to the delivery server is initiated. Telephone charges may be incurred.

❖ When connected to a computer that uses dial-up access

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using ScanRouter V2 Lite/Professional, DeskTopBinder V2 Lite/Professional, ScanRouter V2 Link, or TWAIN driver on a computer with dial-up access, dial-up may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without the user being aware of it. To prevent unnecessary dial-ups, the computer should be set up so that the confirmation dialog box is always displayed before establishing a connection. Do not make unnecessary dial-ups when using the above listed software.

❖ When working in a WAN environment

In a WAN environment, do not use the ScanRouter V2 Link or other administration utility installed on a client computer. In some network environments, time-out may occur and normal delivery may not be possible.

❖ When connected to a mail server

When the machine is connected to an SMTP server managed by an Internet service provider (hereafter called "Provider(s)"), the POP identity (POP Before SMTP) may be required by the Provider. When the machine is connected to an SMTP server through a direct dial-up connection with the Provider, the POP identity (POP Before SMTP) is not required.

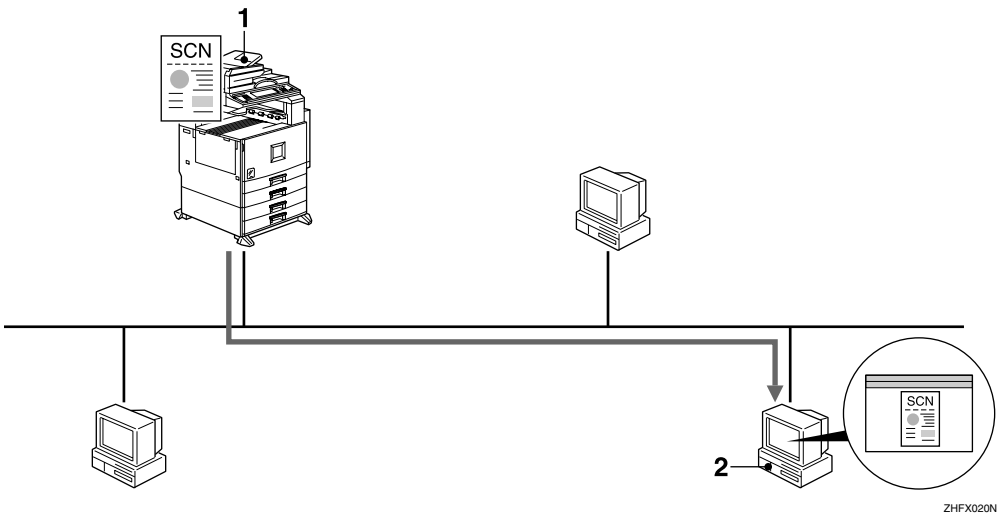
Outline

By installing the printer/scanner controller, the machine can be used as a network scanner.

The network scanner offers four functions: operating as a network TWAIN scanner, operating as a network delivery scanner, sending e-mail or storing scan data in the document server.

Network TWAIN Scanner

The scanner of this machine is used from the computer via a network Ethernet (TCP/IP) or IEEE 1394(option) or Wireless LAN(option). The originals can be read in the same operation as for SCSI and USB-connected scanners. For more information, see p.49 “Scanning Originals Using Network TWAIN Scanner”.



1. This machine

The scanner of the machine is used from the computer via a network.

2. Computer

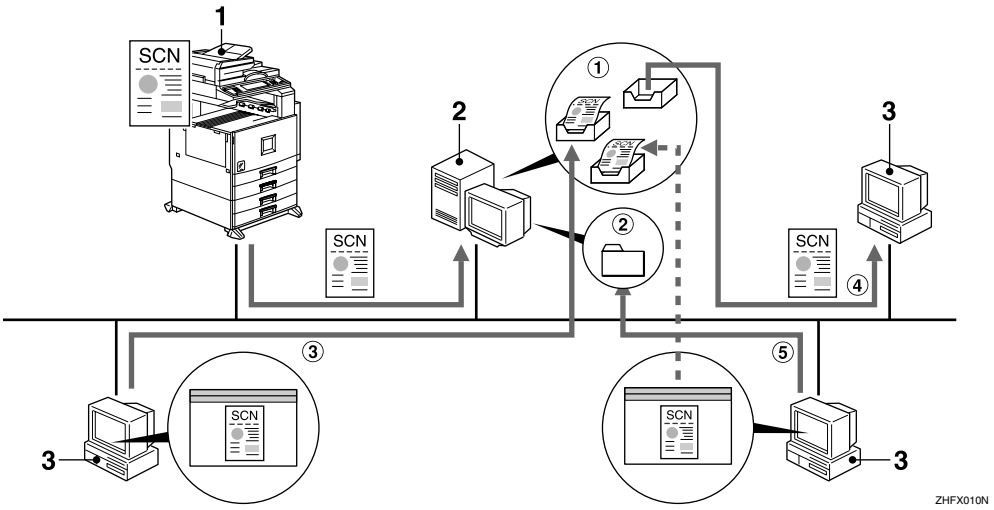
Originals are scanned by TWAIN driver for the machine from an application.

Network Delivery Scanner

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The originals scanned by the machine is stored in the delivery server and delivered to the folder of the computer on the same network. For more information, see p.53 "Delivering Stored Scan Data by the Network Delivery Scanner".

Note

❒ Using optional ScanRouter V2 Professional, the machine can deliver scan data as mail, and view the document from the client computer using the Web browser.



1. This machine

The original scanned by the scanner is sent to the delivery server.

Together with the document server, multiple documents are stored and then delivered. ⇒ p.63 "Using the Network Delivery Scanner with the Document Server"

2. Delivery server

ScanRouter V2 Lite/Professional is installed and used as a delivery server.

The sent data is delivered to an in-tray (① in the figure) of a specified destination. The delivered document is stored in an in-tray or Windows folder (② in the figure).

3. Client computer

The contents of the stored document are checked in the following way.

- View the document in an in-tray of DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use ScanRouter V2 Link to receive the document in an in-tray, and check the contents with an application corresponding to the file format. (④ in the figure)
- Connect to a Windows folder via a network, and check the contents with an application corresponding to the file format. (⑤ in the figure)

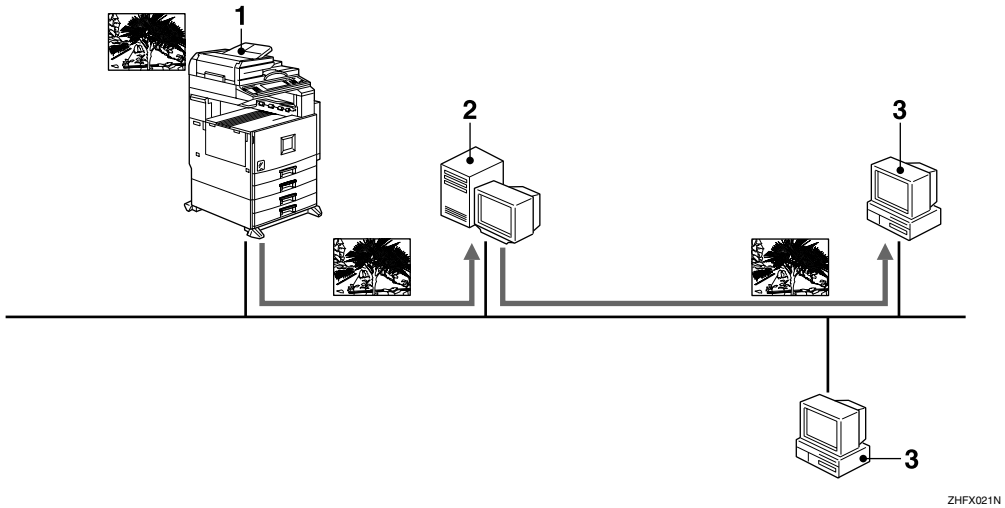
Reference

For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or ScanRouter V2 Link, see the respective documentation. ⇒ p.3 "Manuals for This Machine"

E-mail

A scanned image that is attached to an e-mail can be delivered using the e-mail system through a LAN or the Internet.

See p.65 “Sending Stored Scan Data by E-mail” for detailed information.



1. This machine

A scanned image that is attached to an e-mail can be delivered to a mail server. In combination with a document storage function, scanned images and a number of documents that have been temporarily stored can be delivered all at once.

2. Mail Server

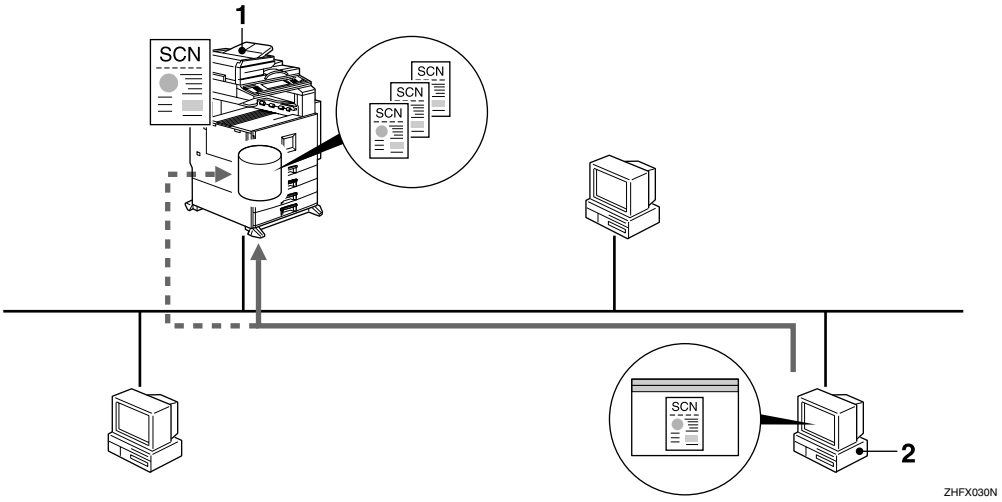
A mail server is the SMTP server used for an e-mail system. It transfers a transmitted e-mail to a designated destination through a LAN or the Internet.

3. Client Computer

An e-mail with images attached to it is received, using mail software.

Document Server

The scanned original is stored as a document on the hard disk of the machine, and viewed, printed, copied, or deleted using DeskTopBinder V2 Lite/Professional from the computer via a network. Documents can be searched by the user name or the document name. Also, others can be kept from viewing the document by setting a password for the document. For more information, see p.77 “Using the Document Server”.



1. This machine

The originals scanned by the scanner are stored.

2. Computer

The stored document can be viewed or copied by connecting to the machine using DeskTopBinder V2 Lite/Professional.

Reference

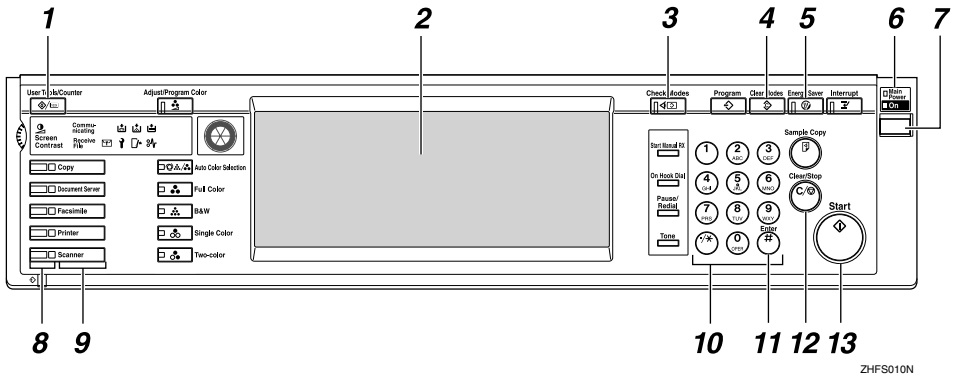
For more information about DeskTopBinder V2 Lite, see the DeskTopBinder V2 Lite manual. ⇒ p.3 “Manuals for This Machine”

Names and Functions of Components

This section explains the names and functions of various controls used to operate the scanner.

Control Panel

This illustration shows the product with options installed.



1. The【User Tools/Counter】key

Use to change default values or operation parameters according to the operating conditions.

2. Display

Shows operation status and various messages.

3. The【Check Modes】key

Press to check the current settings.

4. The【Clear Modes】key

Use to cancel settings.

5. The【Energy Saver】key

Press this key for about one second to begin warm-up.

Pressing this key again while in warm-up mode cancels warm-up.

Note

❒ This key is inactive while scanning or setting scanner default values.

6. Main power indicator, power indicator

The main power indicator lights up when the main power switch is set to On. The power indicator lights up when this machine is on.

Important

❒ Do not turn off the main power while the power indicator is blinking. Doing so may cause a failure of the hard disk.

7. Operation Switch

Pressing this switch turns the machine on. The power indicator lights up. To turn the machine off, press this switch again.

Note

❒ This key is inactive while setting scanner default values.

8. Status indicators

Show the status of the various functions.

- When lit yellow, the corresponding function is selected.
- When lit green, the corresponding function is active.
- When lit red, the corresponding function is interrupted. Press the respective key and follow the instructions that appear on the screen.

9. Function keys

Pressing the Copy, Document Server, Fax, Printer, or Scanner key activates the respective function. The display content changes accordingly.

The indicator for the selected function lights up.

10. Number keys

Use to enter numeric values.

11. The【#】key (Enter key)

Use to enter a numeric value.

12. The【Clear/Stop】key

- Clear: Clears an entered numeric value.
- Stop: Stops scanning.

13. The【Start】key

Use to begin scanning, file storing, or delivery.

Display Contents

The normal screen configuration is as follows:

The display's contents differ depending on the mode.

Important

❒ Protect the display from shocks and strong pressure to prevent the possibility of damage. The maximum allowable is 30 N *1 (3 kgf *2).

*1 :N: Newton

*2 :kgf: kilogram-force (1kgf = approx. 9.8N)

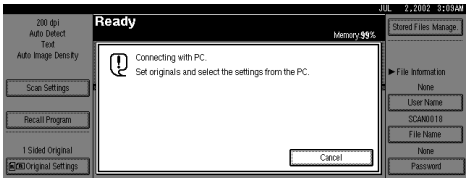
Note

❒ The "Copy" screen is set as the default screen when the machine is turned on. You can change this setting under the "Priority Function" of the **[Basic Settings]** tab in System Settings. ⇒General Settings Guide

❒ Selected or specified items are highlighted like Recall Program

Using as a network TWAIN scanner

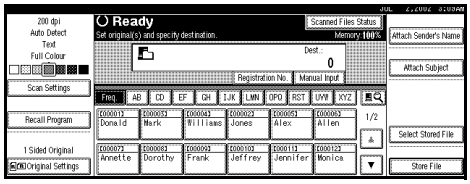
When using the machine as a network TWAIN scanner, it is not necessary to select the【Scanner】key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



Press **[Cancel]** to use functions other than Network TWAIN Scanner.

Using as a network delivery scanner

Press the 【Scanner】 key to display the network delivery scanner screen (when delivery server has been selected in Destination List Priority). If the network TWAIN scanner screen is displayed, press **[Cancel]**.



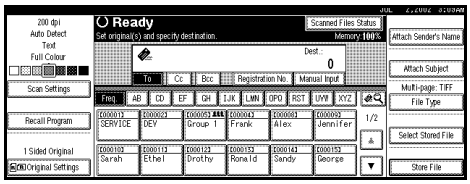
Reference

⇒ p.25 “Making Scanner Settings” for Destination List Priority.

Using E-mail

Press the 【Scanner】 key to display the e-mail screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

The e-mail screen differs depending on whether the machine is connected to the delivery scanner.



Reference

⇒ p.25 “Making Scanner Settings” for Destination List Priority.

2. Preparations for Use as a Network Scanner

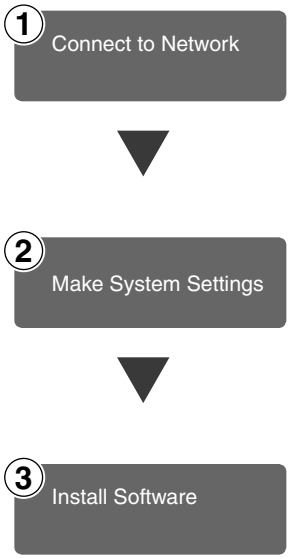
To use the machine as a network scanner, you must make settings required for use as a scanner, as well as basic settings for use in a network.

First, see the General Settings Guide for details about how to make basic settings, and then make scanner settings.

Preparation Sequence

The preparation sequence is different depending on whether the machine is to be used as a network TWAIN scanner or network delivery scanner, or the Document Server is used.

Using as a Network TWAIN Scanner



Connect the machine to the network with an Ethernet cable, IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide

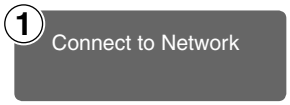
Check the network settings in System Settings, and change if required.

⇒General Settings Guide

On the client computers, install the software required for using the network TWAIN scanner functions, such as TWAIN driver and DeskTopBinder V2 Lite.

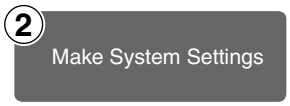
⇒ p.36 “Software for using a Network TWAIN Scanner”

Using as a Network Delivery Scanner



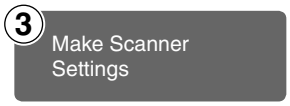
Connect the machine to the network with an Ethernet cable, IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide



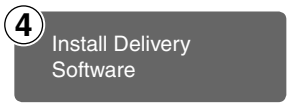
Check the network settings in System Settings, and change if required.

⇒General Settings Guide



Make settings for the network delivery scanner, such as the settings of the scanning feature and subject information.

⇒ p.18 “Initial Scanner Setup”

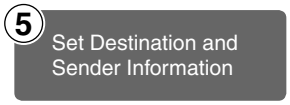


Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite on the delivery server. Then, make the required settings for server maintenance and delivery service.

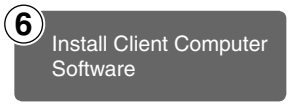
⇒ p.37 “Software for using a Network Delivery Scanner”

Reference

For information about ScanRouter V2 Lite, see the ScanRouter V2 Lite manual. ⇒ p.3 “Manuals for This Machine”



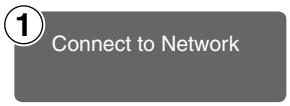
Use ScanRouter V2 Administration Utility to set the destination and sender information.



On the client computers, install the software required for viewing or auto-receiving documents by connecting to the delivery server, such as DeskTopBinder V2 Lite.

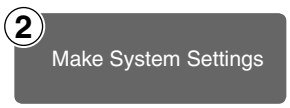
⇒ p.38 “DeskTopBinder V2 Lite”

Using E-mail



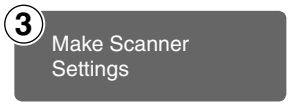
Connect the machine to the network with an Ethernet cable or IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide



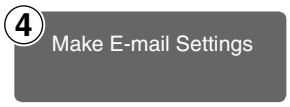
Check the network or the destination settings in System Settings, and change if required.

⇒General Settings Guide



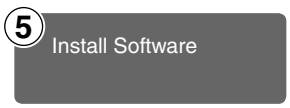
Make settings for sending e-mail such as mail information language and file type priority.

⇒ p.18 “Initial Scanner Setup”



Make settings for sending e-mail for the SMTP server using the computer’s Web browser.

⇒ p.32 “Making E-mail Settings”.



Set up a mail server as necessary.

For information about setting up, refer to the instruction manuals of the e-mail server to be used and the software to be installed.

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

Default Settings

Settings to use the functions of the machine as a network scanner are listed below. Make correct setting of necessary items.

Important

❒ Items marked ☆ are the minimum required settings for using the machine as a network scanner. Be sure to set these items before use.

❒ Items marked ❍ should be set if required.

❖ System settings

For information about the settings, see the General Settings Guide.

Settings		TWAIN *1	Delivery *2	E-mail *3	Store *4
Timer Settings	Scanner Auto Reset Timer		❍	❍	❍
Interface settings **[Network]**	IP Address	☆	☆	☆	☆
	Sub-net Mask	❍	❍	❍	❍
	Gateway Address	❍	❍	❍	❍
	Network Boot	❍	❍	❍	
	Effective Protocol *5	❍	❍	❍	❍
	NW Frame Type	❍	❍	❍	
	LAN Type	❍	❍	❍	
	Ethernet Speed	❍	❍	❍	
File transfer settings	Delivery Option *6		❍		
	Scanner Recall Interval time		❍	❍	
	Number of Scanner Recalls		❍	❍	
Key Operator Tools	Address Book Management			❍	
	Address Book: Program/Change/Delete Group			❍	
	Address Book: Change Order			❍	
	Address Book: Edit Title			❍	
	Address Book: Select Title			❍	

*1 Settings for use as network TWAIN scanner
*2 Settings for use as network delivery scanner
*3 Settings for e-mail
*4 Settings for use as document server
*5 Do not change this setting. It must be left at the factory default value.
*6 When delivery option sets "ON", make sure that IP address is set.

❖ Scanner settings

Explanation of scanner settings are provided in this manual.

Settings		Factory default value	TWAIN *1	Delivery *2	E-mail *3	Store *4
Scanner Features ⇒ p.21	Scan Type	Text (Print)		❍	❍	❍
	Resolution	200dpi		❍	❍	❍
	Image Density	Auto Image Density (Medium)		❍	❍	❍
	Scan Size	Auto Detect		❍	❍	❍
Scanner Settings ⇒ p.25	Send/Store Connection Timeout	10 sec	❍	❍	❍	❍
	Compression (Black & White)	On		❍	❍	❍
	Compression (Gray Scale/Full Color)	Standard		❍	❍	❍
	Destination List Priority	E-mail		❍	❍	
	Update Delivery Server Destination	--		❍		
	Sender's Name Default	NO			❍	
	Max. E-mail Size	2048KB			❍	
	Divide & Send E-mail	Yes (per max. size)			❍	
	E-mail Information Language	British English			❍	
	Job Reset Time in Adding Original	Off		❍	❍	❍
	Original Setting	1 Sided Original		❍	❍	❍
	Original Orientation Priority	R		❍	❍	❍
	Mixed Original Sizes Priority	Off		❍	❍	❍
	Switch to Batch	SADF		❍	❍	❍

Settings		Factory default value	TWAIN *1	Delivery *2	E-mail *3	Store *4
Scanner Settings ⇒ p.25	File Type Priority	Multi-Page: TIFF			❍	
	Print & Delete Scanner Journal	Delete all after-printing		❍	❍	
	Select Title	Title 1			❍	
Subject Settings ⇒ p.29		Not Programed		❍	❍	

*1 Settings for use as network TWAIN scanner
*2 Settings for use as network delivery scanner
*3 Setting items for e-mail
*4 Settings for use as document server

❖ E-mail Settings

Make settings for sending e-mail using the computer's Web browser. For information about the settings. ⇒ p.32 "Making E-mail Settings".

Settings		Factory default value	TWAIN	Delivery	E-mail	Store
TCP/IP	DNS Server 1	0.0.0.0			❍	
SMTP	SMTP Server Name	(Empty)			☆	
	SMTP Port No.	25			❍	

Setting Scanner Features

Various Scanner Features (resolution, scan size, scan type, image density) can be set here. When using the same type of original repeatedly, storing the optimum settings in advance makes them easy to select whenever you deliver or store scan data.

Note

❒ Ten sets of scan settings named "Initial Setup" and "Program 1" - "Program 9" can be stored for quick recall. The settings stored as "Initial Setup" are the scanning defaults. If the Scanner Features are not selected during delivery, the originals are scanned with the Scanner Features stored in the "Initial Setup".

❒ "Program 1" - "Program 9" can be changed to any name of up to 20 characters.

The Scanner Features consist of the following items.

❖ Scan Type

The scan method suitable for the original is set.
For black & white or gray scale scans, select from the following types.

- Text (Print)
  Standard original containing mainly text (Print)
- Text (OCR)
  Standard original containing mainly text (for OCR)
- Text/Photo
  Original containing a mixture of text and photographs
- Photo
  Original containing photographs and other pictures (white & black)
- Gray Scale
  Original containing photographs and other pictures (gray scale/full color)

When the original is scanned in full color, the following items should be set.

- Text (full color)
  Standard original containing mainly text
- Photo (full color)
  Original containing photographs or other pictures

Note

❒ Printer printing is best done with Text (Printer). Text (OCR) is suitable for higher OCR accuracy.

❒ An image is scanned with black & white in "Photo", and with gray scale/full color in "Gray Scale". As a general rule, scanning for the purpose of printing is best done with "Photo", and scanning for viewing on the computer screen with "Gray Scale".

❖ Resolution

Set the resolution to 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

❖ Image Density

Set the image density for Black & White/Gray Scale scanning. The setting can be made in Auto Image Density or seven steps, from "Lighter" (1) to "Darker" (7).
For full color scans, set the image density. It can be set in seven steps from "Lighter" (1) to "Darker" (7).

❖ Scan Size

Select the size of the original to be scanned.

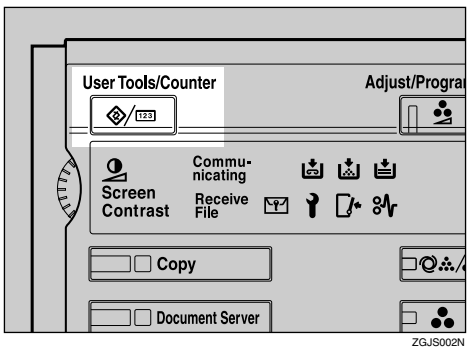
- When **[Auto Detect]** is selected, the auto detect function of the machine is used to set the original size.
- When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following size can be selected.
  A3, A4, A4, A5, A5, 11x17, $8^1/_2$x14, $8^1/_2$x13, $8^1/_2$x11, $8^1/_2$x11, $5^1/_2$x$8^1/_2$, $5^1/_2$x$8^1/_2$, B4 JIS, B5 JIS, B5 JIS, Custom Size

Note

❒ When **[Custom Size]** is selected, the dimensions of the scan area (width and height) can be specified.

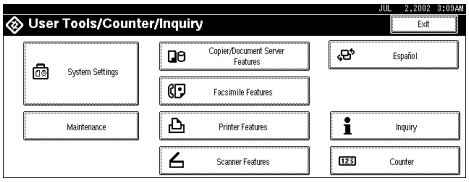
Setting Procedure

1 **Press the 【User Tools/Counter】 key.**



The User Tools/Counter/Inquiry screen is displayed.

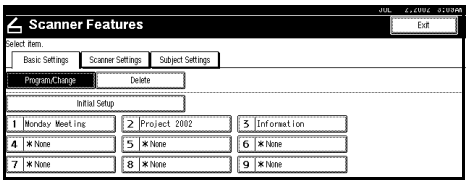
2 **Press [Scanner Features].**



The Scanner Features screen appears.

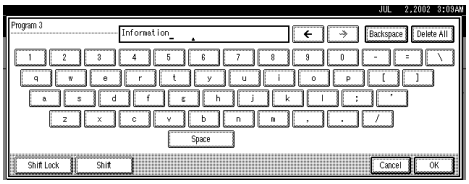
3 **Verify that the [Basic Settings] tab is shown.**

4 **Verify that [Program/Change] is selected, and then select the scan setting you want to program.**



The screen for entering a scan setting name is displayed.

5 **Enter the desired name and press [OK].**



Reference

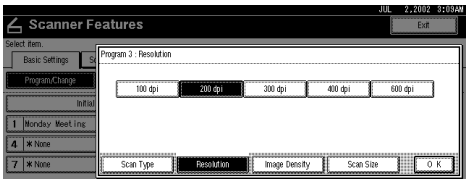
For information about character enter, see the General Settings Guide.

The screen for the basic settings is displayed.

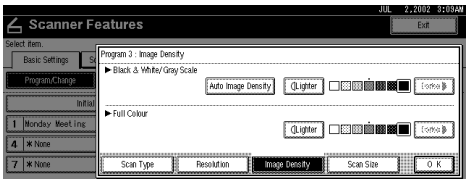
6 **Select the item to be set.**

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting



Example: image density setting



Note

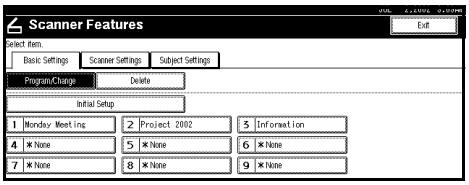
❒ When selecting **[Custom size]** for **[Scan Size]**, see p.23 "Selecting a custom size".

7 **When all settings have been made, press [OK].**

The scan type setting is stored.

8 **To program other scan settings, repeat the procedure from step 4.**

9 **When all settings have been made, press [Exit].**



The screen returns to the Scanner Features.

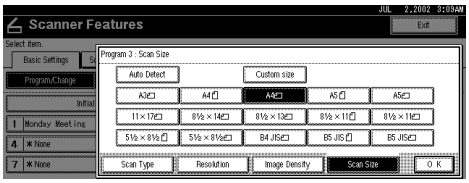
10 **Press [Exit].**

The main menu is shown again.

Selecting a custom size

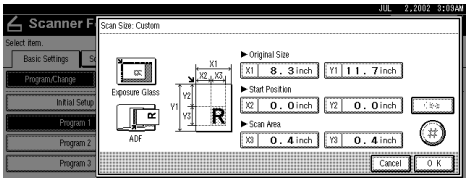
When **[Custom Size]** is selected as the scan size, follow the procedure below.

1 **Press [Custom size] on the Scan Size setting screen.**



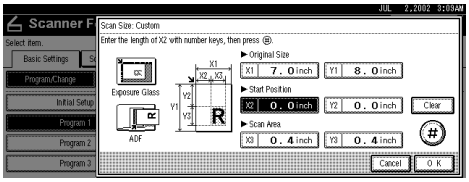
2 **Enter the original size with the number keys.**

Select **[X1]** or **[Y1]**, enter the value.



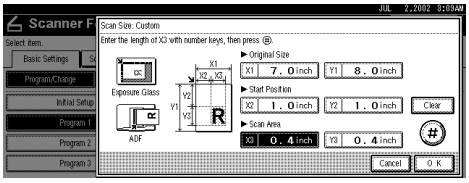
3 **Use the number a scan starting point other than the standard scan starting point.**

Select **[X2]** or **[Y2]**, enter the value.



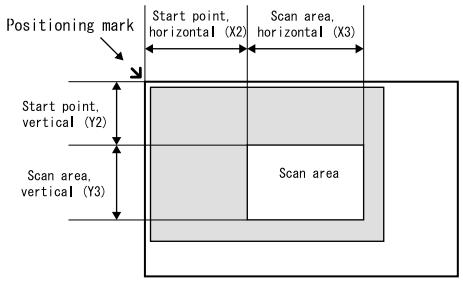
4 **Enter the scan size (area) with the number keys.**

Select **[X3]** or **[Y3]**, enter the value.



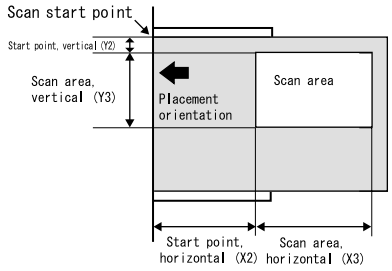
Depending on how the original is positioned, the scan area will be as shown:

① When the original is placed on the exposure glass



ZHFY030E

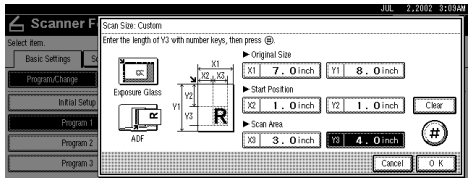
② When the original is placed on the ADF



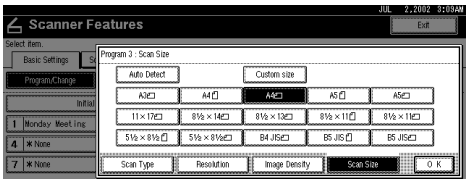
ZHFY040E

Scan sizes can be 10 - 432mm (0.4″ - 17″) in the X direction (width) and 10 - 297mm (0.4″ - 11.7″) in the Y direction (height).
The size of originals can be 140 - 432mm (5.6″ - 17″) in the X direction (width) and 140 - 297mm (5.6″ - 11.7″) in the Y direction (height). Keep the scan area settings within this range.

5 When all dimensions have been entered, press [OK].



6 Verify that the area set in step 4 (X3 and Y3) is shown next to the [Custom size] field, then press [OK].



7 Press [Exit].

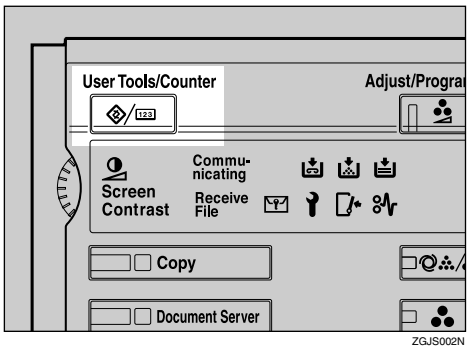
The User Tools/Counter/Inquiry screen is shown.

8 Press [Exit].

The main menu is shown again.

Deleting programmed scan settings

1 Press the [User Tools/Counter] key.



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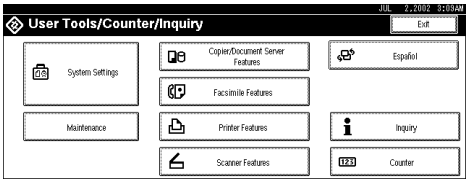
The User Tools/Counter/Inquiry screen is displayed.

2 Press [Scanner Features].

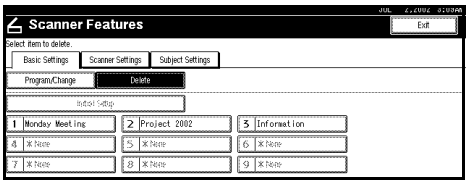


The Scanner Features screen appears.

3 Verify that the [Basic Settings] tab is shown.

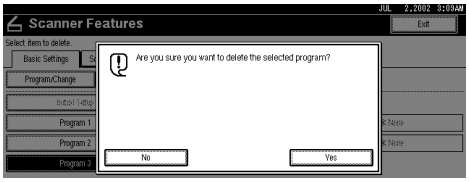
4 **Press [Delete].**

5 **Select the setting you want to delete.**



A confirmation message is displayed.

6 **Press [Yes].**



The selected scan setting is deleted.

7 **Press [Exit].**

The screen returns to the Scanner Features.

8 **Press [Exit].**

The main menu is shown again.

Making Scanner Settings

This section explains how to switch from network TWAIN scanner mode to network delivery scanner or document server mode, and how to set the compression of image data and initial values for setting originals.

The scanner settings consist of the following. For the list about settings and factory defaults, see p.19 “Scanner settings”.

❖ Send/Store Connection Timeout

When using the machine as a network delivery scanner or document server, scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner mode. This setting determines the delay until the machine switches to network TWAIN scanner mode.

- Selecting **[Immediate]** causes the network TWAIN scanner mode to be activated at once.
- When you select **[Set Time]**, you can enter the delay time with the number keys (3 - 30 seconds). When the TWAIN scanner mode is activated, only the time specified here passes from the last key operation.

❖ Compression (Black & White)

This setting determines whether image data read with the black & white setting is to be compressed. Compression reduces the time required for transferring the scan data to the computer.

Note

❒ The actual time required for data transfer will vary, depending on the data size and network load.

❖ **Compression (Gray Scale/Full Color)**
This setting determines to which extent image data read with the gray scale/full color setting is to be compressed. You can select **[Standard]**, **[High]**, **[Low]**, or **[Off]**.

Note

❒ Compression ratio decreases in the order **[High]**, **[Standard]**, **[Low]**, **[Off]**, and the time required for data transfer increases accordingly.

❒ The actual time required for data transfer will vary, depending on the data size and network load.

❖ **Destination List Priority**
Select a Destination List to be displayed when the machine is in the initial state. Press either **[Delivery Server]** or **[E-mail]**.

❖ **Update Delivery Scanner Destination List**
To update Delivery Server Destination List, press **[Update Delivery Server Destination List]**.
Ordinarily, Delivery Server Destination List is automatically updated. This function allows updating at any time.

❖ **Senders Name Default**
Select whether a manager is registered as a sender or a sender is designated each time a mail is sent.

- Select **[No]** when a sender is to be designated each time.
- Select **[Yes]** when a manager is to be the sender.

Important

❒ It is recommended that a password be set to prevent the sender's name from being misused.

❖ **Max. E-mail Size**
Select whether the size of an image attached to an e-mail is limited or not.
When **[On]** is selected, enter the size limit (64 to 102400KB) using the number keys.

Note

❒ When the SMTP limits the size, match that setting.

❖ **Divide & Send E-mail**
This function is effective only when **[per max. size]** is selected with **[Yes]**.
Select whether or not an image exceeding the size set in Max. E-mail Size should be divided and sent using more than one e-mail.
Select either **[No]**, **[Yes (per page)]**, or **[Yes (per max. size)]**.

Note

❒ When **[Multi-page: TIFF]** or **[Multi-page: PDF]** has been selected for File Type Priority, the image will not be divided even if **[Yes (per page)]** is selected.

❒ When **[Yes (per max. size)]** is selected, some received files may not be able to be restored, depending on the type of mail software.

❒ When **[No]** is selected, the e-mail is not sent if its size exceeds the limit, and an error message is displayed. The scanned data is lost.

❒ Set the Max. E-mail Size within the capacity of the SMTP server.

❖ **E-mail Information Language**

Select a language for E-mail Information Language with which Title, Document name, Sender's name and others are sent.

Select one of 18 languages.

British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese

Note

❒ The e-mail text is a template and cannot be changed.

❖ **Job Reset Time in Adding Original**

Defines whether or not to set a waiting time for inserting another original after all originals in the ADF or on the exposure glass have been scanned.

- If **[Off]** is selected, the counter is not decremented and the machine enters the waiting state when all originals in the ADF or on the exposure glass have been scanned, until another original is inserted or the 【#】 key is pressed.
- If set to **[On]**, enter the number of seconds (3 - 900) for the Job Reset Time in Adding Original with the number keys. When the original is placed within this time, it is scanned as one document.

❖ **Original Setting**

Set the initial value for original type and orientation. When the original is always similar, selecting this as the default makes operation easier. You can select "1 Sided Original", "2 Sided Orig.: T to T" (Top to Top), "2 Sided Orig.: T to B" (Top to Bottom).

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

❖ **Original Orientation Priority**

Select the initial value for original placement orientation. When the original is always positioned in the same way, selecting this as the default makes operation easier.

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

❖ **Mixed Original Sizes Priority**

This setting determines whether the original size is to be automatically detected when originals of the same width and different length are inserted in the ADF. You can select **[On]** or **[Off]**.

Note

❒ If the original size is specified when scanning, this setting is discarded.

❒ When **[OFF]** is selected and the originals of the same width and different length are set to ADF, the size of the first page is detected as the max. size and the whole originals are scanned accordingly to the end.

❖ **Switch to Batch**

When placing additional originals in the ADF, select whether to add sheets individually or to add batches.

Note

❒ When **[SADF]** is selected, it is not necessary to press the 【**Start**】 key after adding more originals.

❒ Even if **[On]** is selected for **[Job Reset Time in Adding Original]**, the countdown to scan another original stops when scanning condition are changed, the exposure glass is used to scan, or the function is switched to another function such as copying or faxing. Press the 【**Start**】 key to restart scanning.

❖ **File Type Priority**

Select whether data of scanned originals is delivered in a single page or multiple pages.
When delivered in multiple pages, select either TIFF or PDF.

Note

❒ When data stored in a JPEG format is designated as TIFF for multiple pages, it is automatically changed to a PDF format.

❖ **Print & Delete Scanner Journal**

Select whether Scanner Journal is automatically printed or not when the number of delivered mails reaches 50.

Note

❒ When printed, all records are deleted after printing. When not printed, records are automatically deleted in succession from the oldest record.

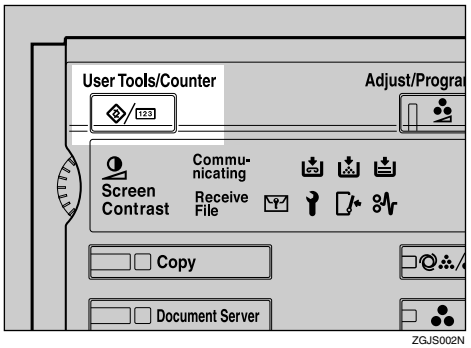
❒ While records are being printed, e-mail sending is in a **[Waiting]** state.

❖ **Select Title**

Select a Title with destinations including destinations of e-mail. The selected Title is displayed on the screen as an at-a-glance chart of destinations, which allows easy retrieval. Select either **[Title 1]**(for 10 classifications), **[Title 2]**(for 10 classifications), or **[Title 3]**(for 5 classifications).

Setting Procedure

1 **Press the 【User Tools/Counter】 key.**



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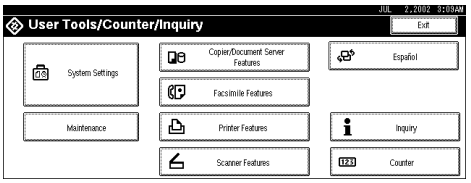
The User Tools/Counter/Inquiry screen is displayed.

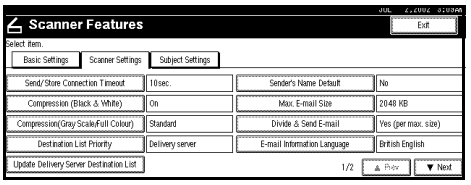
2 **Press [Scanner Features].**



The Scanner Features screen is displayed.

3 **Press the [Scanner Settings] tab.**

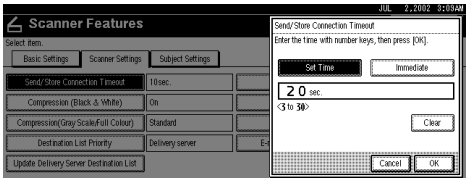
4 **Press the item to be set.**



The screen for changing the item setting is displayed.

5 **Change the setting.**

Example: "Send/Store Connection Timeout" setting



- To select an item, touch its key on the screen. The item is highlighted.
- To enter numerals, use the number keys.

Note

❒ To cancel a setting, press **[Cancel]**. The value is not changed and the screen returns to the previous condition before pressing the **[OK]**.

6 **Press [OK].**

7 **Repeat steps 4 to 6 to make other settings.**

8 **Press [Exit].**

The screen returns to the Scanner Features.

9 **Press [Exit].**

The main menu is shown again.

Making Scan Data Subject Settings

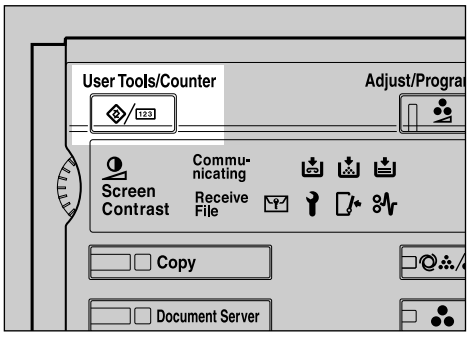
Subject information can be added to the scan data files. This information added to the data to be delivered. When the file is sent by the e-mail with optional ScanRouter V2 Professional, the subject is automatically entered as the title in the subject of the e-mail. If you often send files with similar content, storing subject names will allow you to easily select a subject at the time of delivery.

The subject can be up to 20 characters long. Up to 12 subjects can be stored.

Setting Procedure

This section describes the steps for making subject settings.

1 **Press the [User Tools/Counter] key.**



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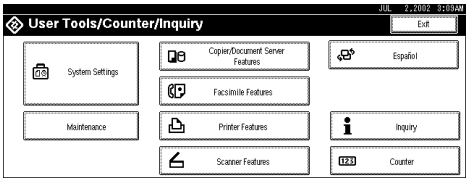
The User Tools/Counter/Inquiry screen is displayed.

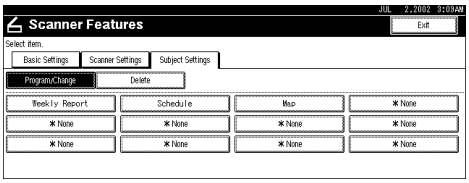
2 **Press [Scanner Features].**



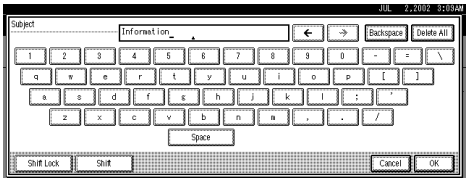
The Scanner Features screen appears.

3 **Press the [Subject Settings] tab.**

4 **Verify that [Program/Change] is selected, and select the subject you want to program.**



5 **Enter the subject string.**



Reference

For information about how to enter characters, see the System Settings manual.

Note

❒ If an item is selected for which a subject is already programmed, the subject can be edited.

6 **Press [OK].**

7 **To program more subjects, repeat steps 4 to 6.**

8 **Press [Exit].**

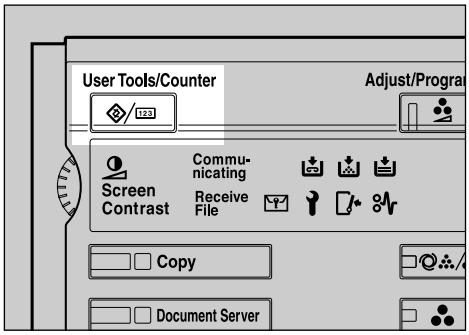
The screen returns to the Scanner Features.

9 **Press [Exit].**

The main menu is shown again.

Deleting programmed subject settings

1 **Press the [User Tools/Counter] key.**



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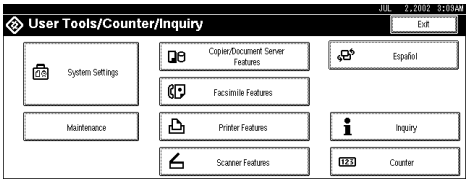
The User Tools/Counter/Inquiry screen is displayed.

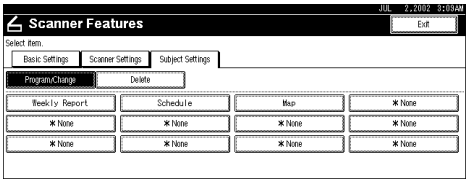
2 **Press [Scanner Features].**



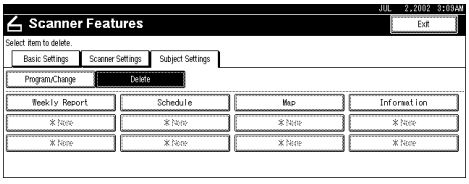
The Scanner Features screen is displayed.

3 **Press the [Subject Settings] tab.**

4 **Press [Delete].**



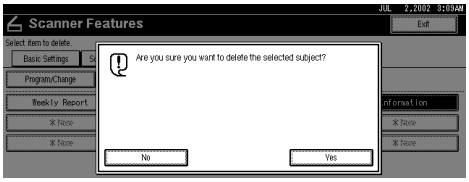
5 **Select the subject you want to delete.**



A confirmation message is displayed.

6 **Press [Yes].**

The selected subject is deleted.



7 **To delete more subjects, repeat steps 5 to 6.**

8 **Press [Exit].**

The screen returns to the Scanner Features.

9 **Press [Exit].**

The main menu is shown again.

Making E-mail Settings

This section explains how to set all required items for sending e-mail from a computer's browser.

Consult with your network manager about make settings for necessary items.

The password is set to "password" before shipment from the factory.

It is recommended that the password be changed for actual operation.

❖ **DNS Server 1, DNS Server 2, and DNS Server 3**
Enter the DNS Server's IP address used in the network.
When more than one DNS Server is installed, enter the IP address for each DNS Server.

❖ **SMTP Server Name**
Enter the SMTP Server Name or an IP address to be used for sending e-mail.

❖ **SMTP Port Number**
Enter the Port Number to be used when connected for SMTP sending.

Setting Procedure

1 Start up a Web browser.

2 Enter "http://(IP Address of this machine)" in the address bar of the Web browser.

The status of connected equipment is shown in the Web browser.

3 Click [Setting].

A dialog box for entering a user name and password is displayed.

4 Enter the password, and then press [OK].

The factory setting for the user name is blank, and the factory setting for the password is "password".

The items to be set are shown.

5 Register the IP address of the DNS Server.

❶ Click [TCP/IP].

The screen for the TCP/IP setting is displayed.

❷ Enter the IP address of the DNS Server in [DNS Server 1].

Enter an IP address in DNS Server 2 and Server 3, if necessary.

❸ Scroll down the browser, and click [Change].

The IP address is registered.

6 Register the SMTP Server Name and SMTP Port Number.

❶ Click [SMTP].

The screen for the SMTP setting is displayed.

❷ Enter the host name of the SMTP Server in [SMTP Server Name].

❸ Enter the port number in [SMTP Port Number].

❹ Scroll down the browser, and click [Change].

The SMTP Server Name and Port Number are registered.

Verification of Settings

1 Start up a Web browser.

2 Enter "http://(IP Address of this machine)" in the address bar of the Web browser.

The status of connected equipment is shown in the Web browser.

3 Click [Setting Reference].

The items that can be checked are shown.

4 Verify the IP address of the DNS Server.

❶ Click [TCP/IP].

The setting reference screen for TCP/IP is displayed.

5 Verify the SMTP Server Name and SMTP Port Number.

❶ Click [SMTP].

The setting reference screen for SMTP is displayed.

Installing Software

The machine comes with two CD-ROMs containing various software.

The CD-ROM labeled "Scanner Driver & Document Management Utilities" contains the necessary software to use the machine as a network scanner. The CD-ROM labeled "Printer Driver & Utilities" contains the necessary software to use the machine as a printer.

This section explains the software contained on the "Scanner Driver & Document Management Utilities" CD-ROM.

Reference

For information about the software contained on the "Printer Driver & Utilities" CD-ROM, see the Printer Reference manual.

Auto Run Program

When the CD-ROM is inserted into a computer in Windows 95/98/Me, Windows XP, Windows 2000, or Windows NT 4.0, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

Note

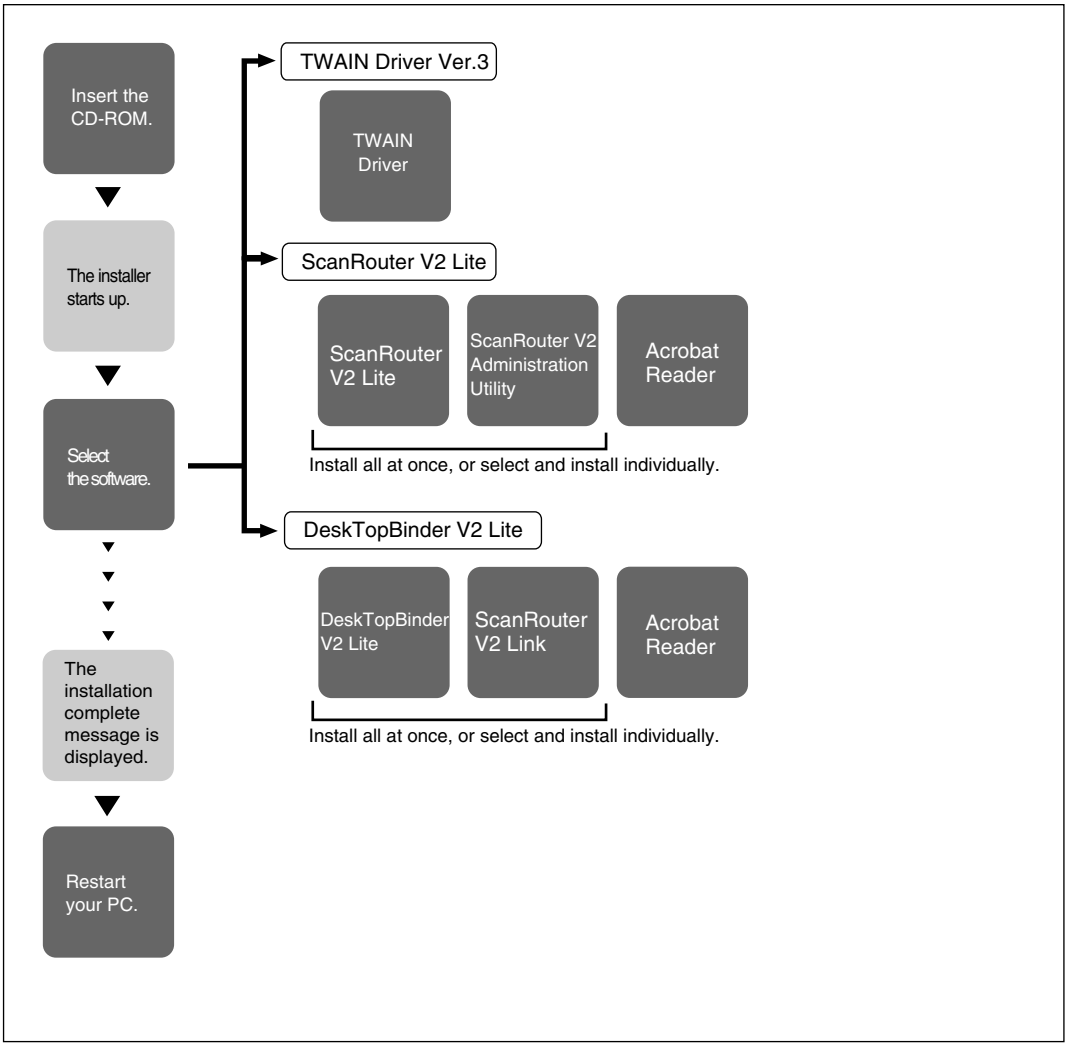
- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "Set up.exe" located on the CD-ROM root directory.
- ❒ If you want to install without using Auto Run, hold down the **Shift** key while inserting the CD-ROM. Keep the **Shift** key held down until the computer has finished accessing the CD-ROM.
- ❒ If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining scanner driver and utilities will not be installed. If **[Cancel]** has been pressed, reinstall the remaining scanner driver and utilities after restarting the computer.

Limitation

- ❒ If your system is Windows 2000, Windows XP or Windows NT 4.0, log on using an account that has Administrators permission.

The installing sequence using Auto Run is as follows:

Installation Sequence



For information about the outline of the software that can be installed by Auto Run, see p.39 “Software Supplied on CD-ROM”.

Software for using a Network TWAIN Scanner

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install the DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see p.38 “DeskTopBinder V2 Lite”.

Preparation

Before installing, check the operating environment for the TWAIN driver.⇒ p.39 “Type1232 TWAIN Driver”

Using Windows 95/98/Me, Windows XP, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run.

1 **Verify that Windows is running. Insert the supplied CD-ROM labeled “Scanner Driver & Document Management Utilities” into the CD-ROM drive of the computer.**

The choose setup language screen is displayed.

Reference

If the installer does not start automatically, see p.34 “Auto Run Program”.

2 **Select a setup language, and then click [OK].**

The CD-ROM Launcher screen is displayed.

3 **Click [Type1232 TWAIN Driver].**

The software setup screen is displayed.

4 **The installer of the TWAIN driver starts. Follow the instructions on the screen.**

Note

❒ When the installation is complete, a message to prompt you to restart the computer may appear. In this case, restart the computer, and continue the operation.

❒ After the installation is complete, “Type1232 TWAIN V3” folder is created in the “Program” folder of the Start menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in “Readme.txt”. Be sure to read them before use.

Software for using a Network Delivery Scanner

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or auto-receive the documents, it is necessary to install DeskTopBinder V2 Lite on the client computer. Also, the documents can be auto-received by installing only ScanRouter V2 Link on the client computer.

Use Auto Run for installation.

Preparation

Before installing, check the operating environment for each software.⇒ p.39 "Software Supplied on CD-ROM"

1 Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen is displayed.

2 Select a setup language, and then click [OK].

The CD-ROM Launcher screen is displayed.

3 Click the key of the software to be installed.

- The ScanRouter V2 Lite installer starts by clicking **[ScanRouter V2 Lite]**.
- The DeskTopBinder V2 Lite installer starts by clicking **[DeskTopBinder V2 Lite]**.

The change the language screen is displayed.

Reference

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of the respective software.

4 Select a language used by this component, and then click [OK].

The software setup screen is displayed.

DeskTopBinder V2 Lite

Use Auto Run for installation.

Preparation

Before installing, check the operating environment for DeskTopBinder V2 Lite. ⇒ p.40 “DeskTopBinder V2 Lite”

1. **Verify that Windows is running. Insert the supplied CD-ROM labeled “Scanner Driver & Document Management Utilities” into the CD-ROM drive of the computer.**

   The choose setup language screen is displayed.

2. **Select a language, and then click [OK].**

   The CD-ROM Launcher screen is displayed.

3. **Click [DeskTopBinder V2 Lite].**

   The change the language screen is displayed.

   Reference

   For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

4. **Select a language, and then click [OK].**

   The software setup screen is displayed.

Software Supplied on CD-ROM

List of Files

CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	Drivers	Twain	TWAIN driver for Windows 95/98/Me, Windows XP, Windows 2000, Windows NT 4.0
	Utility	RouterV2	ScanRouter V2 Lite ScanRouter V2 Administration Utility Acrobat Reader 4.05
		DeskV2	DeskTopBinder V2 Lite ScanRouter V2 Link Acrobat Reader 4.05

Type1232 TWAIN Driver

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, the driver must be installed.

❖ File storage folder

Files on the CD-ROM are contained in the following folder.

\DRIVERS\TWAIN

❖ System requirements

- Hardware
  PC/AT compatible

  Limitation

  ❒ Under Windows NT, machines with RISC-based processors (MIPS R series, Alpha AXP, PowerPC) are not compatible.
- CPU
  Pentium or faster (Pentium 150MHz or faster recommended)
- Operating system
  Microsoft Windows 95
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition
  Microsoft Windows 2000 Server
  Microsoft Windows 2000 Professional
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory
  OS min. Operation Memory + 8 MB (64 MB or more recommended)
- Hard disk space
  100 MB or more

- Display resolution
  800×600 pixels, 256 colors or higher
- Network protocol
  TCP/IP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of data such as scanned image data, files created with applications, and existing image files. The software allows you to use view documents in in-trays of the delivery server. This software can be used to the machine as a network TWAIN scanner. Also, the documents stored in the document server can be viewed.

For more information, see the manuals for DeskTopBinder V2 Lite or DeskTopBinder V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

\UTILITY\DESKV2

❖ System requirements

- Hardware
  PC/AT compatible
- CPU
  Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory
  48 MB or more (64 MB or more recommended)
- Hard disk space
  50 MB or more (200 MB or more recommended)
- Display resolution
  800×600 pixels, 64K colors or higher
- Network protocol
  TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- ScanRouter V2 Link
  ScanRouter V2 Link on the client computer monitors in-trays of the delivery server regularly. In addition, the documents delivered to in-trays are auto-received or a notification of document arrival can be received at the client computer with this software.

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. The data scanned by the machine can be sorted on the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

For more information, see the manuals for ScanRouter V2 Lite or ScanRouter V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

\UTILITY\ROUTERV2

❖ System requirements

The following system requirements must be met to use ScanRouter V2 Lite.

Limitation

❒ If you install this software in OS in which a client server, such as Windows NT Workstation and Windows 2000 Professional, cannot be permitted to use in a network, you may violate the license agreement of Microsoft Corporation.

Note

❒ Install the software on a stand-alone server running Windows NT Server or Windows 2000 Server. It must not be installed on the primary domain controller or backup domain controller.

- Hardware
  PC/AT compatible
- CPU
  Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)

- Memory
  64 MB or more (128 MB or more recommended)
- Hard disk space
  Minimum free space required for installing: 200 MB

Note

❒ In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.

- Network protocol
  TCP/IP

❖ Software installed with ScanRouter V2 Lite

- ScanRouter V2 Administration Utility
  ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite.
  You can register destination and sender information about the scanned documents in the delivery server. In addition, this utility can monitor free disk space, record error logs, and maintain the delivery server.

Note

❒ ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Administration Utility]** on the ScanRouter V2 Lite Setup screen.

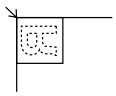
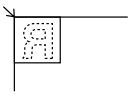
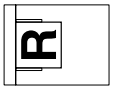
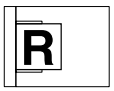
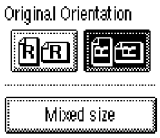
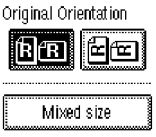
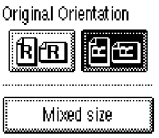
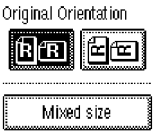
This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a computer, the correct placement must be chosen by setup on the control panel and scanner driver.

There are two orientations for placing the original. See the table below.

Note

❒ Normally, the original size is ▣ or ▣, but in the table below, a square original is used to make the original orientation easy to understand. If the actual original size changes, a combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

1 Scanned original		R			
2 Select the placement method.		Place the original on the exposure glass.		Place the original in the automatic document feeder (ADF).	
3 Place the original. (There are two original orientations.)		Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge is set into the ADF. 
4 Specify the orientation.	When scanned by the delivery scanner, e-mail or document server (Specified on the control panel)				
	When scanned by the TWAIN scanner (Specified by the Scanner Control dialog box)				
5 Original displayed on a computer *1					

*1 When sending a gray-scale image file in the TIFF (single or multi-page) or JPEG format, the image may not appear in the same orientation as it was scanned in.

Placing the Original on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

Note

❒ For information about the originals which can be placed on the exposure glass, see the Copy Reference manual.

1 Lift the exposure glass cover or the ADF.

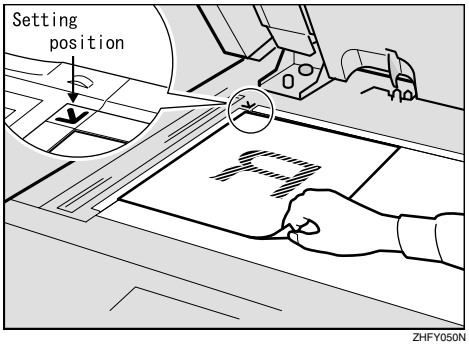
Note

❒ Raise the exposure glass cover or ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

2 Place the original on the exposure glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

There are two original orientations. Either orientation can be used for placement.

❶ Place the original so that the top edge touches the rear of the exposure glass.



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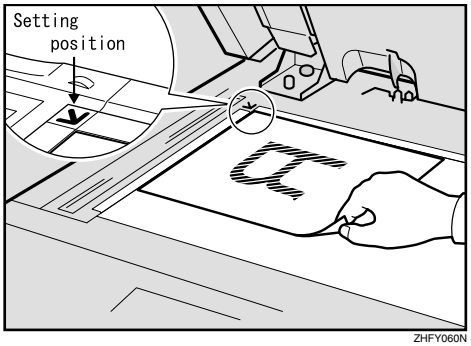
❷ Place the original so that the top edge touches the top left of the exposure glass.

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.



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3 Close the exposure glass cover or the ADF.

4 Select the original orientation according to the setting orientation.

Reference

⇒ p.47 “Original Orientation and Scan Area Setting”

Placing the Original in the Automatic Document Feeder (ADF)

The ADF allows you to insert several originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

❖ Originals that can and cannot be placed in the ADF

For information about the originals that can and cannot be placed in the ADF, see the Copy Reference manual.

Attempting to use unsuitable originals in the ADF can lead to misfeed and damage to the original. Place such originals directly on the exposure glass.

Important

❒ For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see the Copy Reference manual.

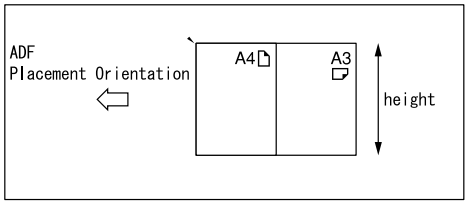
1 Align the original guide with the original size.

2 Insert the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)

There are two orientations. Either orientation can be used for placement.

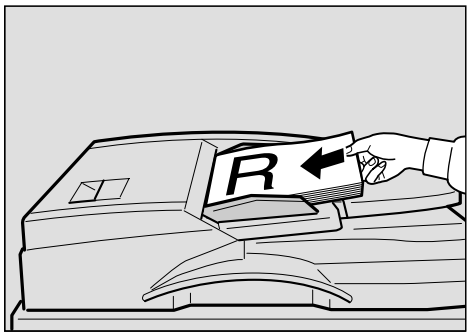
Note

❒ When using the network delivery scanner and the document server, or the network TWAIN scanner, originals with the same width and different length can be placed at the same time. Place the originals as shown in the figure below.



❒ Originals are scanned in the inserted order, starting with the topmost page.

❶ Place the original so that the top edge is in the ADF tray.



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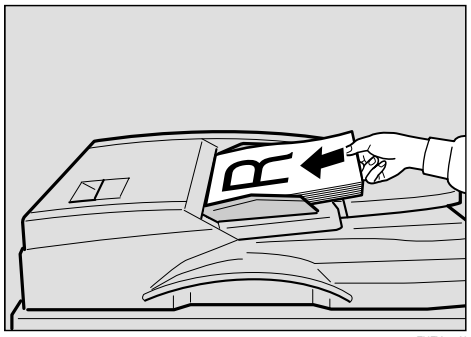
❷ **Place the top edge of the original first.**

When using the machine as a network TWAIN scanner, this orientation is the standard setting in the TWAIN driver. Normally, use this orientation for placement.



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3 **Select the appropriate orientation so that it matches the orientation of originals placed.**

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

Placing the Divided Original in the Automatic Document Feeder (ADF)

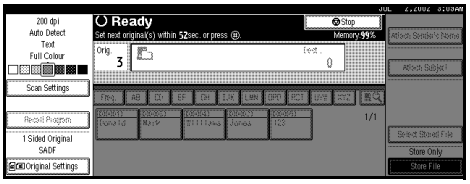
When originals are placed in the ADF, scanning finishes as one document when the scan of all originals are completed by factory default.

If the auto-reset time is set in **[Job Reset Time in Adding Original]**, it is possible to scan a large number of originals as a single document by dividing the originals into several parts, scanning one part and then placing the nex part within a certain amount of time and so on.

Reference

⇒ p.27 "Job Reset Time in Adding Original"

After the originals are scanned, the remaining time for accepting the next original is displayed.



When there is another original to scan, set it within the specified time. If set, the original is feed and scanned automatically. If there is no more original, press the【#】key.

Note

❒ Originals are scanned in order. Place them from the first page.

❒ Press the【Start】key to restart when a countdown is stopped.

Original Orientation and Scan Area Setting

To correctly display the top/bottom orientation of the scanned original on a computer, original orientation and page flow must be set when placing the original.

When using the network delivery scanner and document server, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made on the TWAIN driver.

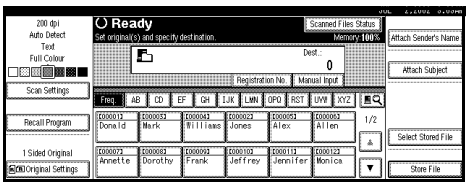
Note

❒ The difference between scanning with the TWAIN scanner and the network delivery scanner/e-mail is shown in the following table.

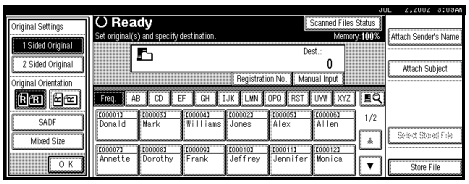
	TWAIN Scanner	Network Delivery Scanner/E-mail
Auto Detect Non-Mixed Original Sizes	A whole batch of originals is scanned using the size of the first original.	A whole batch of originals is scanned using the max. size set for the ADF.
Auto Detect Mixed Original Sizes	Auto detection is used to determine the size of each original.	Aut detection is used to determine the size of each original placed on the exposure glass.
Size Specification	When an original is smaller than the specified size, a margin appears.	When an original is smaller than the specified size, a margin appears.

For a Network Delivery Scanner and Document Server

1 On the Scanner Function screen, press [Original Settings].



2 Make settings for original orientation, 1 sided/2 sided combination, and mixed original sizes.



Note

❒ The initial values can be changed under **[Original Setting]**, **[Original Orientation Priority]**, or **[Mixed Original Sizes Priority]** in the Scanner Initial Setup. ⇒ p.25 "Making Scanner Settings"

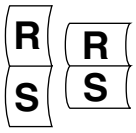
1-sided original/2-sided original selection

❶ **When scanning one-sided originals, make sure that [2 Sided Original] is not highlighted.**

❷ **When scanning two-sided originals, press [2 Sided Original] to select [T to T] or [T to B] according to the binding orientation of the original.**

Top to top original:

Top to bottom original:



When the last side of a batch of two-sided orginals is blank, select **[1 Sided Original]** to skip that side and finish scanning,or select **[2 Sided Original]** to scan that side as a blank page.

Note

❒ When scanning originals on the exposure glass with the **[2 Sided Original]** setting, set **[1 Sided Original]** for the last original.

Orientation selection

❶ **Press the key for the same orientation as the actual orientation of the original ▣ or ▣.**

Note

❒ When sending a gray scale/full color image file in the TIFF (single or multiple page) or JPEG format, the image may not appear with the same orientation as it was scanned in.

Mixed size selection

❶ **When originals of the same width and different length are placed, make sure that [Mixed size] is highlighted.**

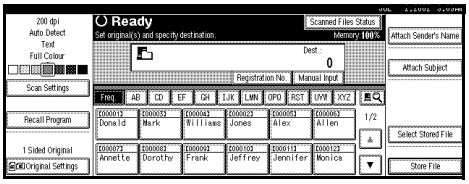
Note

❒ If **[Mixed size]** is not set, the scan size is set as the maximum size detected. Blank space is inserted in smaller originals.

3 **Press [OK].**

Note

❒ The current settings are displayed with characters and icons.



For a Network TWAIN Scanner

1 **Open the Scanner Control dialog box.**

Reference

⇒ p.50 “Scanning Originals”

2 **Select the position from the drop-down menu of the [Place] box in the [Document] group.**

3 **Select [▣/▣] or [▣/▣] from the drop-down menu of the [Orientation:].**

Reference

⇒ p.43 “Setting Originals”

4 **When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.**

Note

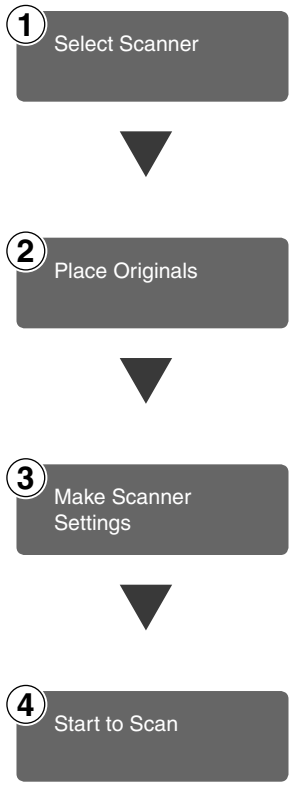
❒ If originals of the same width and different lengths are placed in the ADF, specify the document size in the **[Size:]** box. If **[Auto detect (Non-Mixed)]** is selected, all originals are scanned as the size of the first page.

4. Scanning Originals Using Network TWAIN Scanner

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, some functions of the TWAIN driver are introduced.

Flow of Operations

When using DeskTopBinder V2 Lite for scanning, the basic flow of operations is as follows:



Start up DeskTopBinder V2 Lite and select the scanner.

Place the originals in the scanner.

Make the required scan settings, using the TWAIN driver.

Scan and save the originals.

The scanned image can be edited and printed by DeskTopBinder V2 Lite.

Scanning Originals

This section explains the method for scanning a single original following p.49 “Flow of Operations”.

1 Start up DeskTopBinder V2 Lite and select the driver of the scanner.

❶ Click [Start], point to [Program], and then [DeskTopBinder V2] from [DeskTopBinder V2].

DeskTopBinder V2 Lite starts up.

❷ Click [Scanner Settings] from the [Tools] menu.

The **[Scanner Settings]** dialog box is displayed.

If the scanner is already selected, no scanner settings are necessary. Check **[File format for scanned image(s)]** and go to step ❺.

❸ Click [Select Scanner Driver].

The **[Select Source]** dialog box is displayed.

❹ Click the machine name you want to use in the list, and then click [Select].

❺ Click [OK].

The **[Scanner Settings]** dialog box closes.

2 Place the original in the scanner.

Reference

⇒ p.43 “Setting Originals”

3 Make the scan settings.

❶ From the [File] menu, point to [Add Document], and then click [Scan].

The TWAIN driver starts up.

After a short while, the dialog box of the TWAIN driver that operates the scanner is displayed. This dialog box is called the Scanner Control dialog box.

Note

❒ The title bar displays the scanner currently being used. When multiple machines are connected, confirm that the indicated machine name is the machine to be used. If the intended machine is different, click **[Select Source]** to select the scanner again.

❒ If the machine to be used does not appear in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the driver is still not displayed in the list after the above operations, consult with your network administrator.

❷ **Depending on the type of original or the objective for scanning, select the icon in [Mode].**

- **[Standard]** is suitable for scanning standard originals that comprise mainly of text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

Note

❒ For advanced settings, click **[Detail]** to display "Detail Window". For more information about the "Detail Window", see TWAIN Driver Help.

❸ **According to the original scan area and orientation, change the setting of the [Document] group.**

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

For information about the setting of the **[Document]** group, see Help.

When you want to configure the scanning area

When you do not configure the scanning area, the area is scanned with the size specified in the **[Size:]** box.

❶ **Click [Preview].**

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

❷ **Configure the scanning area by dragging a border or the top line.**

When reconfiguring the area, click and drag one corner of the area towards its opposite corner.

Note

❒ Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions.

❸ **Click [Close].**

The **[Preview]** dialog box closes.

Note

❒ When the original placed in the ADF is previewed, place the original scanned during preview again.

4 Click [Scan].

The original is scanned. A message asking whether there is another original is displayed.

When there is another original to scan, place the original, and then click **[Continue]**.

When there are no more originals, click **[Complete]**.

5 Save the scanned image in DeskTopBinder V2 Lite.

❶ Click [Exit] from the [File] menu.

The **[Input Document Information]** dialog box is displayed.

❷ Enter the file name and click [OK].

The image is stored in DeskTopBinder V2 Lite, and the DeskTopBinder viewer closes.

Editing and printing scanned data

With DeskTopBinder V2 Lite, it is possible to edit and print scanned data. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver.

Reference

For more information about each function or other functions, see Help.

❖ **Automatic Tilt Correction**

This function automatically corrects character strings that were scanned slanted.

❖ **Printing to the Image**

This function allows you to imprint dates, page numbers, or your favorite characters to a scanned image. You can also change the fonts of the imprints as well as the numerical order of the scanned images to ascending or descending order.

❖ **Scanning Mode Registration**

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.

5. Delivering Stored Scan Data by the Network Delivery Scanner

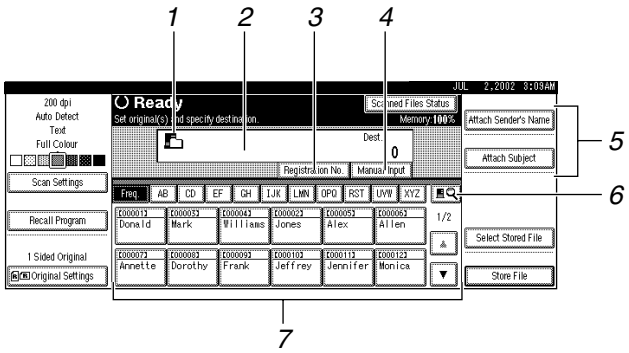
Stored scan data can be sent to a specified destination using the network delivery scanner function. This chapter explains the various display screens, delivery procedures, and how to check of the delivery result when this function is used.

Note

❒ A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery server function. Information about delivery destinations and senders must be registered first into the delivery server. Also, program a connected device in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

List Displays of Destinations and Senders

The screen configuration when using the machine as network delivery scanner is as shown:



1. [ ] Network Delivery Scanner Icon

This icon shows that the screen for network delivery scanner is displayed.

2. Destination Display

The selected destination is shown here. If several destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

Note

❒ Pressing the **【Check Modes】** key lets you verify the selected destinations.

3. [Registration No.]

Press this to specify a destination using a 5-digit short ID number.

4. [Manual Input]

When specifying a destination that is not listed, press **[Manual Input]** and enter the destination with the soft keyboard that appears. For information about sending e-mail from the delivery server, see p.3 "Manuals for This Machine"

5. [Attach Sender's Name] [Attach Subject]

Set the sender and subject of the delivered document.

6. [🔍] Switch Destination List/Search by User Name

Press this button to switch a destination from the delivery server list to the destination list of this machine or to search using the sender's name.

7. Destination List

Displays the list of destinations programmed in the delivery server.

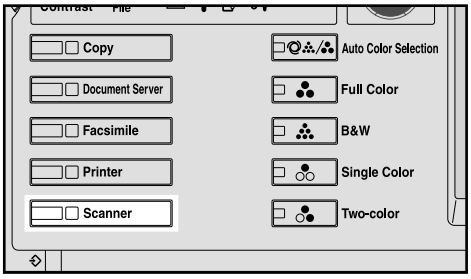
Note

- ❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll the display.
- ❒ Group destinations are denoted by this symbol (👥).
- ❒ A bar above a title indicates that a destination that belongs to it has been selected.

Delivery Procedure

Data is delivered after specifying scan settings and destination. If necessary, you can select a sender and a subject.

1 **Press the [Scanner] key.**



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2 **If user codes are set, enter a user code (consisting of up to eight characters) with the number keys, and then press the [#]key.**

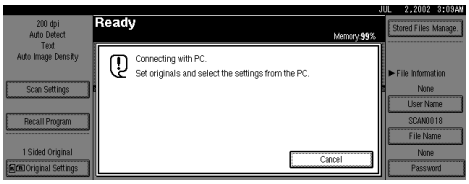
The Scanner Function screen is displayed.

Reference

For information about the user code, see the General Settings Guide.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



3 **Make sure that no previous settings remain.**

Note

❒ If a previous setting remains, press the **[Clear Modes]** key.

4 **Place the original in the machine, and adjust the settings for original size and orientation if required.**

Reference

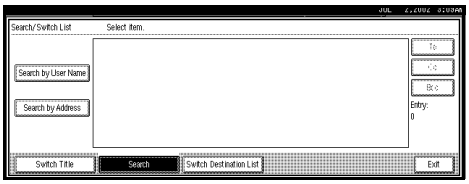
⇒ p.43 “Setting Originals”

5 **If the e-mail screen appears, switch to the screen for network delivery scanner.**

❶ **Press [ ].**

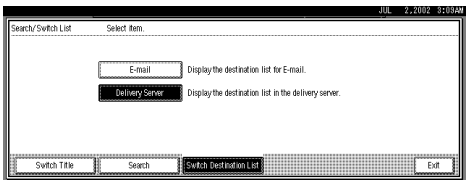
The Destination Search/Switch screen is displayed.

❷ **Press [Switch Destination List].**



The Switch Destination screen is displayed.

❸ **Press [Delivery Server].**



❹ **Press [Exit].**

The network delivery scanner screen is displayed.

Reference

⇒ p.25 “Making Scanner Settings”.

6 Make the scan settings.

To make the scan settings, call up stored settings or make the settings individually.

Reference

⇒ p.21 "Setting Scanner Features"

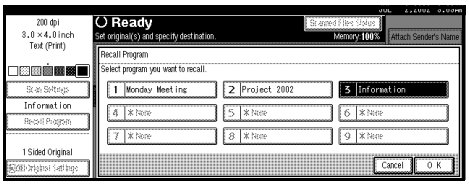
Calling up stored scan settings

❶ **Press [Recall Program].**

The User Program Recall screen is displayed.

❷ **Select a user program of scan settings.**

❸ **Press [OK].**



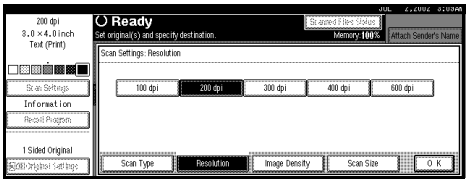
The selected user program settings are applied.

Making the settings individually

❶ **Press [Scan Settings].**

The screen for making scan settings is displayed.

❷ **Select resolution, original size, and other items to change the corresponding setting.**



Scan settings are made in the same way they are programmed. See p.21 "Setting Scanner Features".

❸ **Press [OK].**

The scan settings are applied.

7 Select the destination.

Four methods are available for selecting a destination: selecting it from the list by specifying a short ID number by searching it or by directly typing the e-mail address.

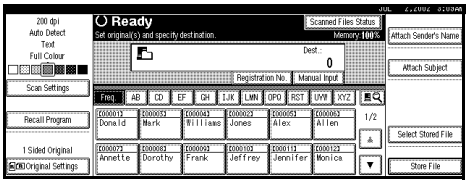
Note

❒ When using ScanRouter V2 Professional, the destination list is updated automatically.

When selecting a destination from the list

❶ **Press the title for the desired destination. The destinations for that title are displayed.**

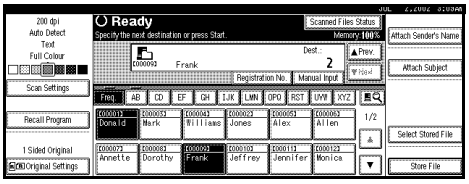
If the desired destination is not displayed, press **[▲]** or **[▼]** to display the destination.



Note

❒ The destination titles are programmed in the delivery server.

❷ **Select the destination to which the scan data is to delivered.**



The selected destination is highlighted and also appears in the destination field at the top of the screen. A line appears over the title of the category to which the destination belongs.

Note

❒ To deselect a destination, press the destination once more, or press **[▲Prev.]** or **[▼Next]** to bring up the destination in the destination field, and then press **[Clear]**.

❸ **To select more destinations, repeat step ❷.**

Using a short ID number to select a destination

❶ **Press [Registration No.].**

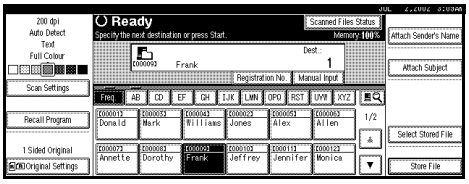
❷ **Use the number keys to enter the 5-digit ID number that has been assigned to a destination.**

If the entered number is less than 5 digits long, press the 【#】 key after the last number.

Example:

To enter 00009

Press the 【9】 key and then the 【#】 key using the number keys.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.

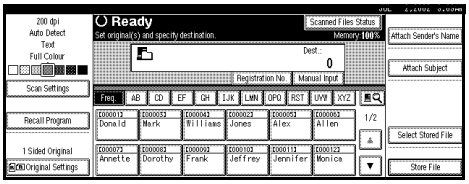
Note

❒ To deselect a destination, press **[▲Prev.]** or **[▼Next]** to display the destination in the destination field, and then press **[Clear]**.

❸ **To select more destinations, repeat step ❷.**

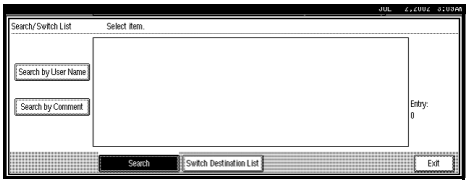
Searching for a destination to select

❶ **Press [🔍].**



The destination search/switch screen is displayed.

❷ **Press [Search].**



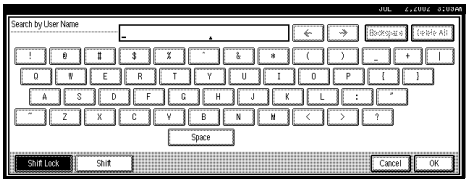
❸ **Press [Search by User Name].**

The soft keyboard is displayed for searching by user name.

Note

❒ When using ScanRouter V2 Professional, it is possible to search by comments.

❹ **Enter part of the destination name.**



Note

❒ Enter the first character or characters of the destination name.

❺ **Press [OK].**

A list of destination names found is displayed.

❻ **Select a destination.**

❼ **Press [Exit].**

❽ **Press [OK].**

The destination name appears in the destination field at the top of the screen.

Manual input of a destination

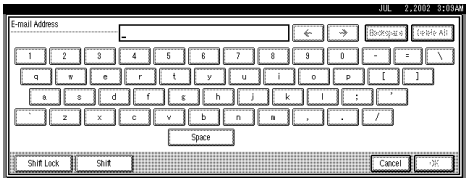
Note

❒ When using ScanRouter V2 Professional, it is possible to enter the destination e-mail address directly.

❶ **Press [Manual Input].**

The soft keyboard is displayed to enter a destination.

❷ **Enter the destination with the soft keyboard.**



Note

❒ Enter the e-mail address of the destination when sending via the delivery server.

❒ It is possible to use alphabets, numbers and periods. The symbols ()\,;:" cannot be used.

For more information to enter an e-mail address, see the General Settings Guide.

❸ **Press [OK].**

The name of the destination appears in the destination display area on the upper side of the screen.

Note

❒ Press **[▲Prev.]** or **[▼Next]** to select the destination.

❒ Pressing the **【Check Modes】** key lets you verify the selected destinations.

❹ **To enter more than one destination, repeat steps ❶ to ❸.**

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

Note

❒ When multiple destinations are selected, the selected destinations are displayed in order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

❒ Pressing the 【Check Modes】 key on the control panel lets you verify the list of selected destination(s).

8 Specify the sender (scan data delivery source).

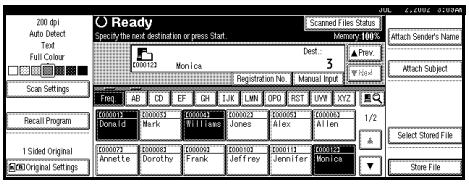
Note

❒ When a sender has been specified, this information is added to the scan data file. Select a sender from the senders programmed in the delivery server.

Three methods are available for selecting a sender:select the sender from the list, enter the 5-digit short ID number of the sender with the number keys, and search for the sender and select it.

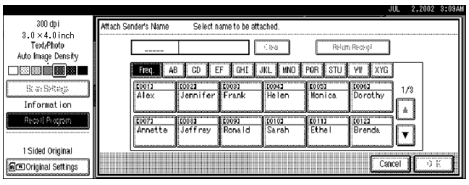
When selecting a sender from the list

❶ Press [Attach Sender's Name].



A list of senders registered in the delivery server is displayed.

❷ Select the sender.

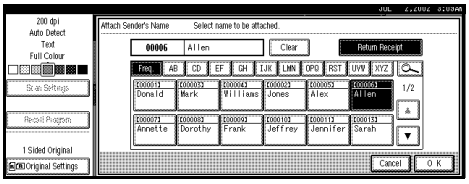


The selected sender and it's short ID number is displayed.

Note

❒ When using ScanRouter V2 Professional, **[Return Receipt]** appears when a sender is selected.

To verify receipt, press **[Return Receipt]**.

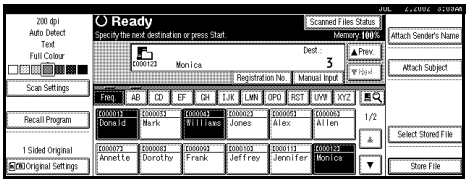


❸ Press [OK].

The sender is displayed above **[Attach Sender's Name]**.

Using a short ID number to select a sender's name

❶ Press [Attach Sender's Name]



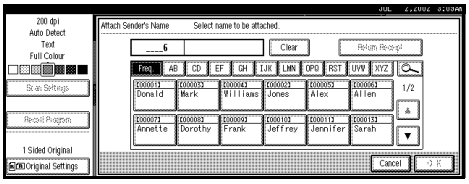
A list of senders registered in the delivery server is displayed.

❷ Use the number keys to enter the 5-digit ID number that has been assigned to a sender.

Example:

To enter 00006

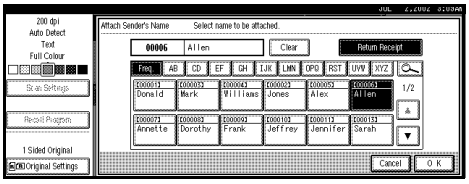
Press the 【6】 key and then the 【#】 key using the number keys.



Note

❒ When using ScanRouter V2 Professional, **[Return Receipt]** appears when a sender is selected.

To verify receipt, press **[Return Receipt]**.

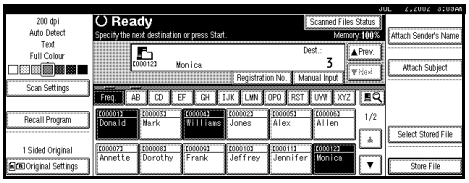


❸ **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.

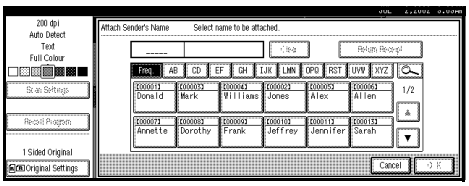
Searching for a sender to select

❶ **Press [Attach Sender's Name].**



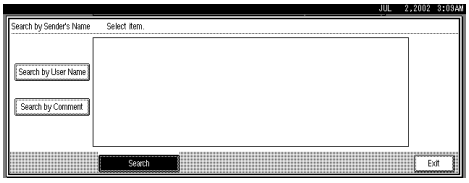
A list of senders registered in the delivery server is displayed.

❷ **Press [🔍].**



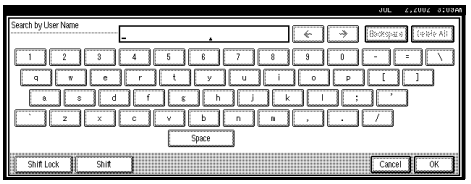
The sender search screen is displayed.

❸ **Press [Search by User Name].**



The soft keyboard is displayed to search for a sender.

❹ **Enter part of the sender name.**



Note

❒ Enter the first character or characters of the sender name.

❺ **Press [OK].**

A list of senders is displayed according to the user name search.

❻ **Select the sender.**

❼ **Press [Exit].**

❽ **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.

9 If required, select a subject.

Select a subject from the registered ones. ⇒ p.29 "Making Scan Data Subject Settings"

Note

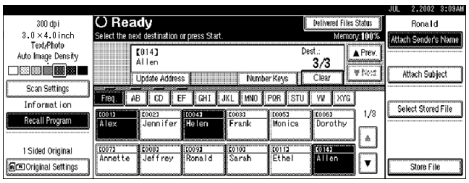
❒ When a subject has been specified, this information is added to the scan data file.

❒ When ScanRouter V2 Professional is used to send documents using e-mail, the subject is automatically entered as a title in the message subject.

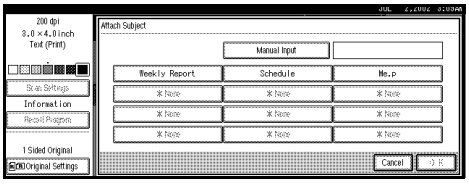
Two methods are available for selecting a subject, selecting it from the list or entering it directly.

When selecting a subject from the list

❶ **Press [Attach Subject].**



❷ **Select a subject.**



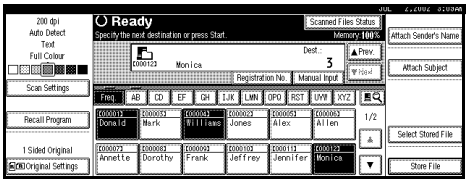
❸ **Press [OK].**

The name of the subject is displayed above **[Attach Subject]**.

Manual input of the subject

❶ **Press [Attach Subject].**

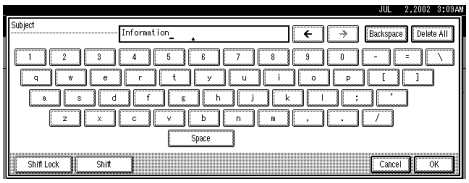
A list of registered subject is displayed.



❷ **Press [Manual Input]**

The soft keyboard is displayed to enter a subject.

❸ **Enter the subject with the soft keyboard.**



❹ **Press [OK].**

The name of the subject is displayed above **[Attach Subject]**.

❿ **Press the 【Start】 key.**

The original is scanned and delivered to the specified destination.

Set up the original and press the **【Start】** key.

Note

❒ To interrupt the scanning, press the **【Clear/Stop】** key or **[Stop Scan]** in the screen.

❒ To use the SADF function, set up the next original. ⇒ p.46 "Placing the Divided Original in the Automatic Document Feeder (ADF)"

5

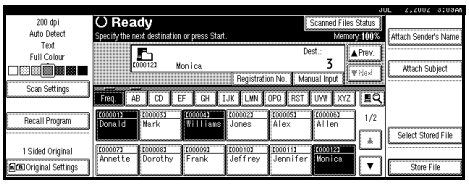
Checking the Status of Delivery

The status of the last 50 deliveries can be checked. For every new delivery record after 50, the oldest record is deleted.

❖ Items to be checked

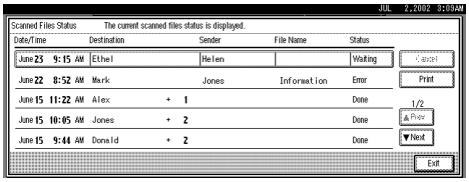
- Date/Time
  The time when the delivery request was received from this machine is displayed.
- Destination
  When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
- Status
  Information is registered whether the delivery has been properly completed, an error has occurred, or if the delivery is in waiting or has stopped.

1 **Press [Scanned Files Status] on the network delivery scanner screen.**



The delivery status is displayed.

2 **Check the displayed records.**



Note

❒ One screen shows the records for five delivery operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the screen.

❒ When **[Print & Delete Scanner Journal]** is set to **[Print]**, the whole journal is printed when the number of delivery operations reaches 50.

❒ When the status of a document is **[Waiting]**, the delivery can be stopped by selecting that document and pressing **[Cancel]**.

3 **Press [Exit].**

The display returns to the screen for network delivery scanner.

Using the Network Delivery Scanner with the Document Server

You can use the network delivery scanner with the document server.

Simultaneous Delivery and Storage

Scanned data is stored in the document server at the same time the data is delivered.

Note

❒ This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.55 “Delivery Procedure”.

1 **Place the original and adjust the settings for original size and orientation if required.**

Reference

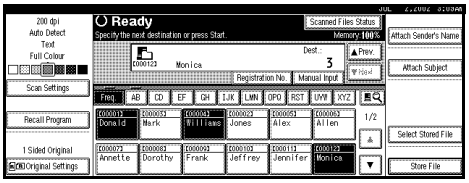
⇒ p.43 “Setting Originals”

2 **Make the scan settings.**

3 **Select the destination.**

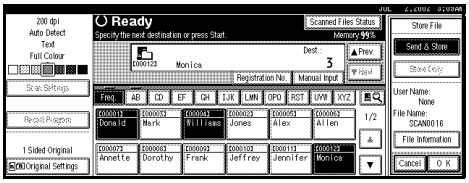
4 **If required, specify the sender (scan data delivery source) and a subject.**

5 **Press [Store File].**



The screen for setting storage parameters for scanned data is displayed.

6 **Make sure [Send & Store] is selected.**



7 **Press [File Information] to set file information.**

Reference

For more information, see p.79 “Specifying file information”.

8 **Press [OK].**

9 **Press the 【Start】 key.**

The original is scanned, and the file is delivered to the destination and stored in the document server.

Delivering Stored Files

Files stored in the document server can be delivered.

Note

❒ This section explains mainly how to select files to be delivered. For more information about the delivery procedure, see p.55 "Delivery Procedure".

❒ When the stored files are delivered, scan settings cannot be made. The files are delivered with the specified scan settings when they are stored in the document server.

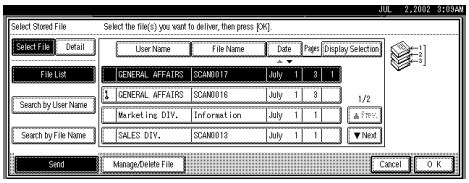
5

1 **Display the list of stored files.**

Reference

⇒ p.82 "Viewing a List of Stored Files"

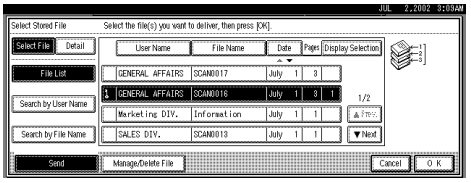
2 **Select a file to be delivered.**



Note

❒ When you select a file protected password, a screen for entering password is displayed. After you have entered the correct password and pressed **[OK]**, the file will be selected.

3 **To select multiple files, repeat step 2.**



Note

❒ You can select up to 30 files for one operation.

❒ If you select multiple files, the files will be delivered in the order they were selected.

❒ If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

4 **Press [OK].**

The screen for specifying a destination is displayed.

5 **Specify a destination.**

6 **If required, select the sender (scan data delivery source) and a subject.**

7 **Press the [Start] key.**

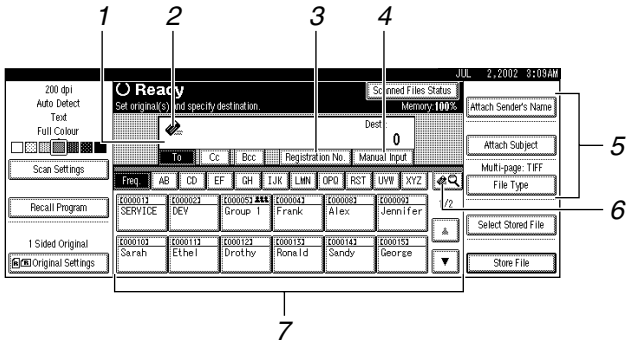
The selected stored files are delivered.

6. Sending Stored Scan Data by E-mail

Stored scan data can be sent to a specified destination using e-mail. This chapter explains the various display screens, delivery procedures, and how to check the sending result when this function is used.

List Displays of Destinations and Senders

The screen configuration when using the machine as e-mail is as shown:



1. Destination Display

The selected destination is shown here. If several destinations are selected, the destinations are displayed in the order there were selected by pressing **[▲Prev.]** or **[▼Next]**.

Note

❒ Pressing the **【Check Modes】** key lets you verify the selected destinations.

2. [✉] E-mail Icon

This icon shows that the screen for send a e-mail is displayed.

3. [Registration No.]

Press this to specify a destination using a 5-digit short ID number.

4. [Manual Input]

When specifying a destination that is not listed, press **[Manual Input]** and enter the destination with the soft keyboard.

5. [Attach Sender's Name] [Attach Subject] [File Type]

Set the sender and the subject of the delivered document.

If necessary, select the file type of the image file attached to the e-mail.

6. [🔍] Switch Destination List/Search by User Name

Press this button to switch a destination from the delivery server list to the destination list of this machine or to search using the user's name.

7. Destination List

Displays the list of destinations programmed in the delivery server or this machine.

Note

❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll the display.

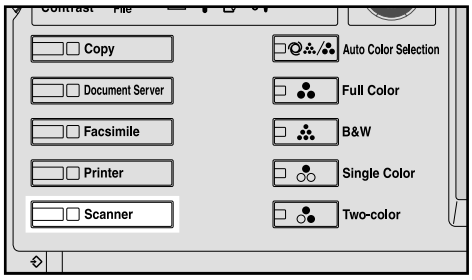
❒ Group destinations are denoted by this symbol (👥).

❒ A bar above a title indicates that a destination that belongs to it has been selected.

Procedure for Sending E-mails

Data is sent after specifying scan settings and destination. If necessary, you can select a sender and a subject.

1 **Press the [Scanner] key.**



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2 **If user codes are set, enter a user code (consisting of up to eight characters) with the number keys, and then press the [#] key.**

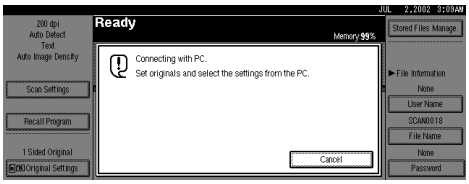
The Scanner Function screen is displayed.

Reference

For information about the user code, see the General settings Guide.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



3 **Make sure that no previous settings remain.**

Note

❒ If a previous setting remains, press the **[Clear Modes]** key.

4 **Place the original in the machine, and adjust the settings for original size and orientation if required.**

Reference

⇒ p.43 “Setting Originals”

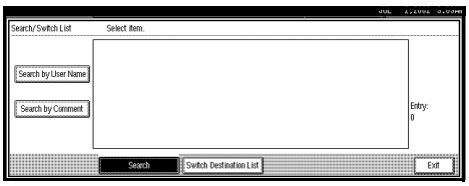
5 **If the network delivery scanner screen appears, switch to the screen for sending e-mail.**

❶ **Press [ ].**

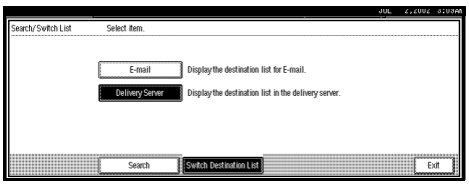
The Destination Search/Switch screen is displayed.

❷ **Press [Switch Destination List].**

The Switch Destination screen is displayed.



❸ **Press [E-mail].**



❹ **Press [Exit].**

The send e-mail screen is displayed.

Reference

⇒ p.25 “Making Scanner Settings”.

6 Make the scan settings.

To make the scan settings, call up stored settings or make the settings individually.

Reference

⇒ p.21 "Setting Scanner Features"

Calling up stored scan settings

❶ **Press [Recall Program].**

The User Program Recall screen is displayed.

❷ **Select a user program of scan settings.**

❸ **Press [OK].**

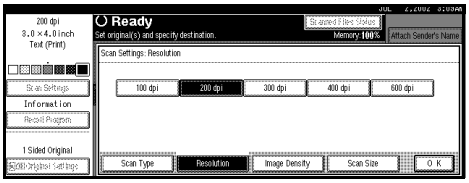
The selected user program settings are applied.

Making the settings individually

❶ **Press [Scan Settings].**

The screen for making scan settings is displayed.

❷ **Select resolution, original size, and other items to change the corresponding setting.**



Scan settings are made in the same way they are programmed. See p.21 "Setting Scanner Features".

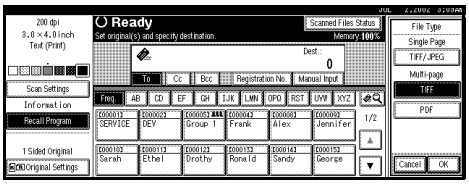
❸ **Press [OK].**

The scan settings are applied.

7 Select the file type if necessary.

❶ **Press [File Type].**

❷ **Select the file type of the file to be attached to the e-mail from the displayed types.**



The selected file type is displayed under **[File Type]**.

8 Select the destination.

Four methods are available for selecting a destination: selecting it from the list by specifying a short ID number by directly typing the e-mail address or by searching it.

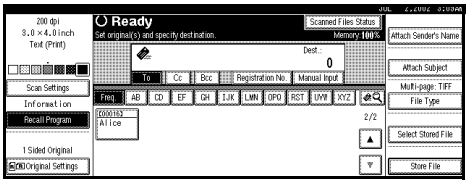
Note

❒ Before selecting the destination, make sure to select **[To]**. When necessary, select **[Cc]** or **[Bcc]** and the respective destinations. It can not specify more than 100 destinations including **[To]**, **[Cc]** and **[Bcc]**.

When selecting a destination from the list

❶ **Press the title for the desired destination. The destinations for that title are displayed.**

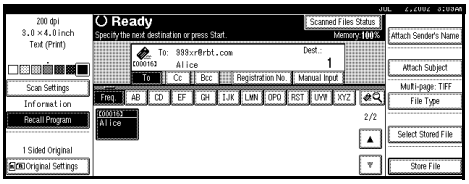
If the desired destination is not displayed, press **[▲]** or **[▼]** to display the destination.



Note

❒ The destination titles are programmed in the delivery server.

❷ **Select the destination to which the scan data is to be sent.**



The selected destination is highlighted and also appears in the destination field at the top of the screen. A line appears over the title of the category to which the destination belongs.

Note

❒ To deselect a destination, press the destination once more, or press **[▲Prev.]** or **[▼Next]** to bring up the destination in the destination field, and then press **[Clear]**.

❸ **To select more destinations, repeat step ❷.**

Using a short ID number to select a destination

❶ **Press [Registration No.].**

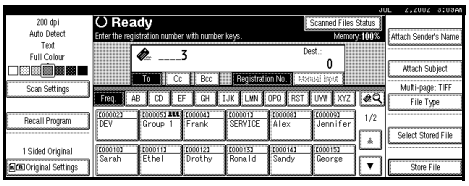
❷ **Use the number keys to enter the 5-digit ID number that has been assigned to a destination.**

If the entered number is less than 5 digits long, press the **【#】** key after the last number.

Example:

To enter 00003

Press the **【3】** key and then the **【#】** key using the number keys.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.

Note

❒ To deselect a destination, press **[▲Prev.]** or **[▼Next]** to display the destination in the destination field, and then press **[Clear]**.

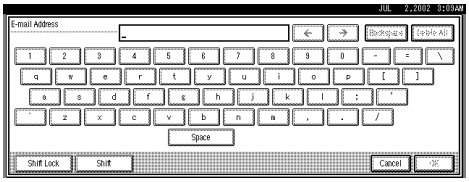
❸ **To select more destinations, repeat step ❷.**

Manual input of the e-mail address

❶ **Press [Manual Input].**

The soft keyboard appears to enter the e-mail address.

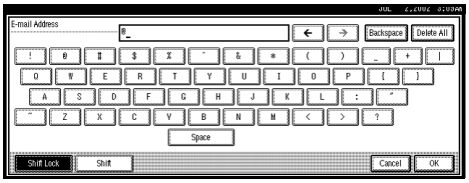
❷ **Enter the e-mail address with the soft keyboard.**



Example:

To input @

Press **[Shift Lock]** or **[Shift]** and then **[@]**.



It is possible to use alphabets, numbers and periods. The symbols ()\,;:" cannot be used.

For more information to enter the e-mail adress, see the General Settings Guide.

❸ **Press [OK].**

The name of the destination appears in the destination display area on the upper side of the screen.

Note

❒ Press **[▲Prev.]** or **[▼Next]** to select the destination.

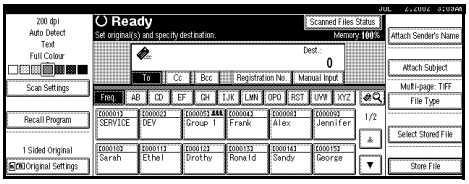
❒ For changing a destination e-mail address that has been entered, press **[Change]** located on the left side of the destination list field. A software keyboard for entering the destination e-mail address is displayed. Enter any e-mail address, and then press **[OK]**.

❒ Pressing the **【Check Modes】** key lets you verify the selected destinations.

❹ **To enter more than one destination, repeat steps ❶ to ❸.**

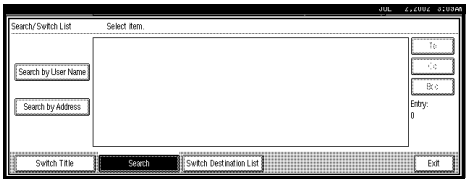
Searching for a destination to select

❶ **Press [ ].**



The destination search/switch screen is displayed.

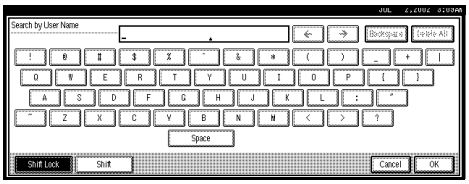
❷ **Press [Search].**



❸ **Press [Search by User Name].**

To search using e-mail addresses, press **[Search by Address]**.

❹ **Enter part of the destination name.**



Note

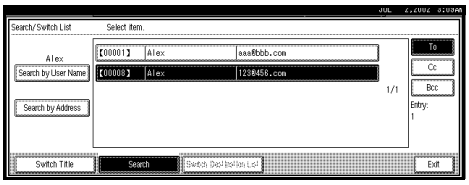
❒ Enter the first character or characters of the destination name.

❒ It is also possible to perform a combined search using **[Search by User Name]** and **[Search by address]**.

❺ **Press [OK].**

A list of destinations is displayed according to the user name search.

❻ **Select a destination.**



❼ **Press [Exit].**

❽ **Press [OK].**

The destination name appears in the destination field at the top of the screen.

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

Note

❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

❒ Pressing the **【Check Modes】** key on the control panel lets you verify the list of selected destination(s).

9 Specify the sender.

Note

❒ When a sender is selected, the sender name is automatically placed in the "From" field of the e-mail so that the sender can be identified when the e-mail is received.

❒ An example of "E-mail Information Language" is shown below. This e-mail has been sent from [XXX]. The scanning time was YYYY:MM:DD HH:MM:SS (+0900). The administrator's e-mail address is sent for reference. ⇒ p.27 "E-mail Information Language"

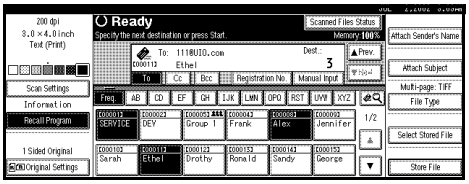
❒ To prevent misuse of a sender name, we recommend you set up a password for the sender.

❒ It is necessary to select or enter a sender. The data without sender's name can not deliver except for a manager is registered as a sender.

Three methods are available for selecting a sender: select the sender from the list, enter the 5-digit short ID number of the sender with the number keys, and search for the sender and select it.

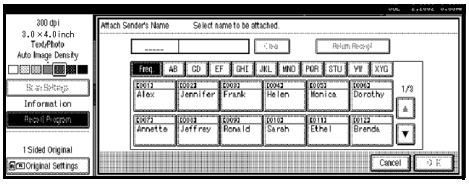
When selecting a sender from the list

❶ **Press [Attach Sender's Name].**



The list of senders registered in this machine is displayed.

❷ **Select the sender.**



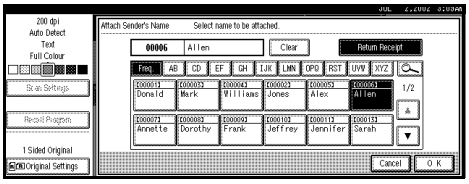
Note

❒ If a password has been set, a screen for entering the password appears after selecting the sender.

Enter the password, and then press **[OK]**.

After verification of the password, the sender name is displayed.

❸ **To verify receipt, press [Return Receipt].**



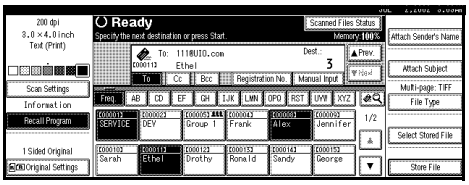
[Return Receipt] is highlighted.

❹ **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.

Using a short ID number to select a sender's name

❶ **Press [Attach Sender's Name].**



The list of senders registered in this machine is displayed.

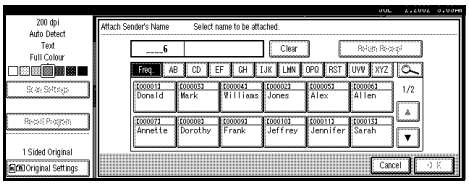
❷ **Use the number keys to enter the 5-digit short ID number that has been assigned to a sender.**

If the entered number is less than 5 digits long, press the 【#】 key after the last number.

Example:

To enter 00006

Press the 【6】 key and then the 【#】 key using the number keys.



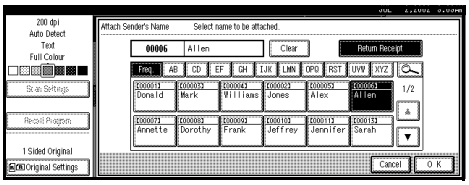
Note

❒ If a password has been set, a screen for entering the password is displayed after selecting the sender.

Enter the password, and then press **[OK]**.

After verification of the password, the sender name is displayed.

❸ **To verify receipt, press [Return Receipt].**



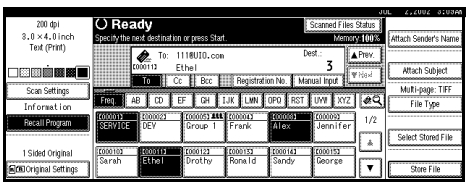
[Return Receipt] is highlighted.

❹ **Press [OK].**

The sender appears above **[Attach Sender's Name]**.

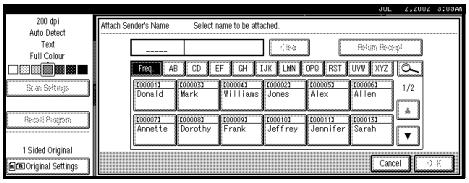
Searching for a sender to select

❶ **Press [Attach Sender's Name].**



The list of senders registered in this machine is displayed.

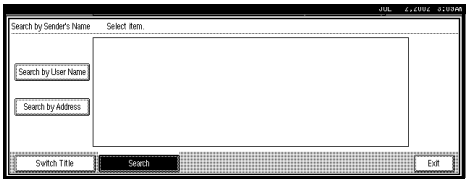
❷ **Press [🔍].**



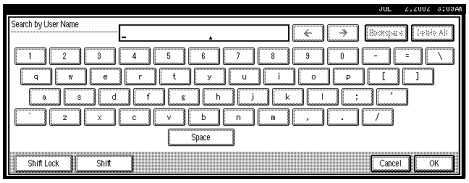
The sender search screen appears.

❸ **Press [Search by User Name].**

To search using e-mail addresses, press **[Search by Address]**.



❹ **Enter part of the sender name.**



Note

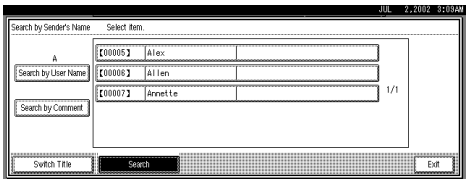
❒ Enter the first character or characters of the sender name.

❒ It is also possible to perform a combined search using **[Search by User Name]** and **[Search by Address]**.

❺ **Press [OK].**

A list of senders is displayed according to the user name search.

❻ **Select the sender.**



Note

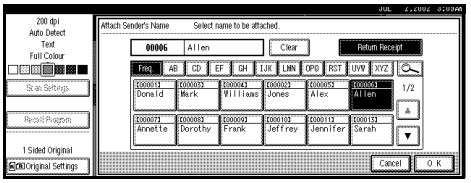
❒ If a password has been set, a screen for entering the password appears after selecting the sender.

Enter the password, and then press **[OK]**.

After verification of the password, the sender name is displayed.

❼ **Press [Exit].**

❽ **To verify receipt, press [Return Receipt].**



[Return Receipt] is highlighted.

❾ **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.

❿ **If required, select a subject.**

Select a subject from the registered ones. ⇒ p.29 "Making Scan Data Subject Settings"

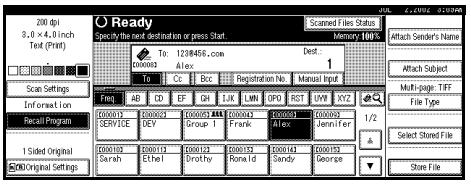
Note

❒ The selected subject name is automatically placed in the subject field of the mailing soft.

Two methods are available for selecting a subject, selecting it from the list or entering it directly.

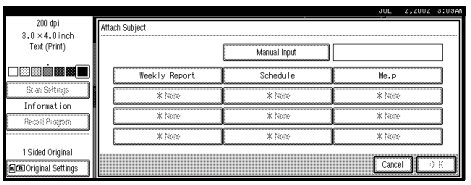
When selecting a subject from the list

❶ **Press [Attach Subject].**



The list of subjects registered is displayed.

❷ **Select a subject.**



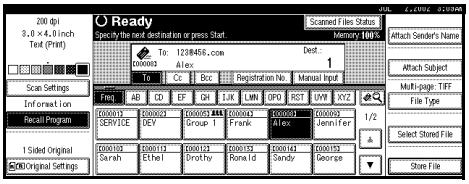
❸ **Press [OK].**

The selected subject is displayed above **[Attach Subject]**.

Manual input of the subject directly

❶ **Press [Attach Subject].**

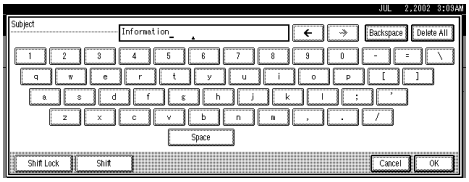
The list of registered subject is displayed.



❷ **Press [Manual Input].**

The soft keyboard appears to enter a subject.

❸ **Enter the subject with the soft keyboard.**



❹ **Press [OK].**

The name of the subject is displayed above **[Attach Subject]**.

11 Press the 【Start】 key.

The original is scanned and the scan data file is sent to the destination(s).

Note

❒ To abort the scan process, press the **【Clear/Stop】** key or press **[Stop]** on the screen.

❒ To use the SADF function, set up the next original. ⇒ p.46 “Placing the Divided Original in the Automatic Document Feeder (ADF)”

❒ Regardless of the divide e-mail size setting, it is not possible to send e-mail containing over 725.3MB per document. It is also not possible to send more than 2000 pages.

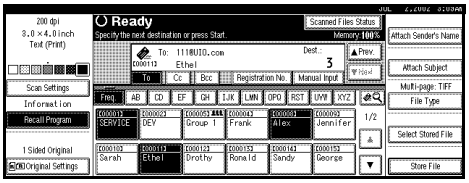
Checking the Status of E-mail

The status of the last 50 e-mails can be checked. For every new e-mail record after 50, the oldest record is deleted.

❖ Items to be checked

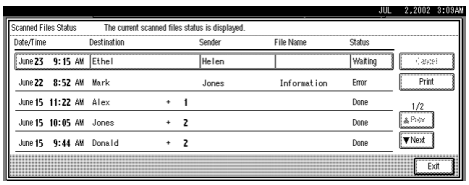
- Date/Time
  The date and time when the delivery request was received from this machine is displayed.
- Destination
  When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
- Status
  Indicates whether delivery was successful or resulted in an error.

1 **Press [Scanned Files Status] on the screen for sending e-mail.**



The delivery status of e-mail is displayed.

2 **Check the displayed records.**



Note

❒ One screen shows the records for five sending operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the screen.

❒ When **[Print & Delete Scanner Journal]** is set to **[Print]**, all records are printed when the number of records reaches 50.

❒ When the status of a document is **[Waiting]**, the sending e-mail can be stopped by selecting that document and pressing **[Cancel]**.

3 **Press [Exit].**

The display returns to the screen for sending e-mail.

Using E-mail with the Document Server

You can use the e-mail delivery with the document server.

This section explains mainly the operation for simultaneous e-mail sending and storage. For more information, see p.55 “Delivery Procedure”.

Simultaneous E-mail and Storage

Scanned data is stored in the document server at the same time the data is sent by e-mail.

1 **Place the original and adjust the settings for original size and orientation if required.**

Reference

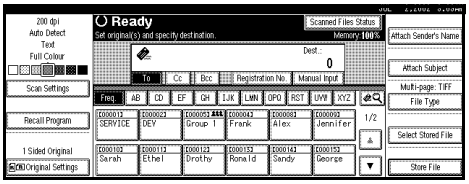
⇒ p.43 “Setting Originals”

2 **Make the scan settings.**

3 **Select the destination.**

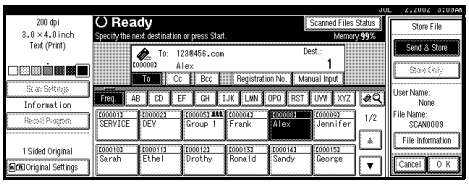
4 **If required, specify the sender (scan data delivery source) and a subject.**

5 **Press [Store File].**



The screen for setting storage parameters for scanned data is displayed.

6 **Make sure [Send & Store] is selected.**



7 **Press [File Information] to set file information.**

Reference

For more information, see p.79 “Specifying file information”.

8 **Press [OK].**

9 **Press the 【Start】 key.**

The original is scanned, and the file is delivered to the destination and stored in the document server.

Sending Stored Files

Files stored in the document server can be sent by e-mail.

When the stored files are delivered, scan settings cannot be made. The files are delivered with the scan settings specified when they were stored in the document server.

1 Display the list of stored files.

Reference

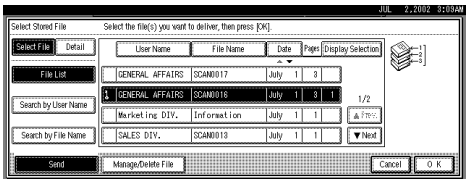
⇒ p.82 "Viewing a List of Stored Files"

2 Select a file to be delivered.

Note

❒ When you select a file protected with a password, a screen for entering the password is displayed. After you have entered the correct password and pressed **[OK]**, the file will be selected.

3 To select multiple files, repeat step 2.



Note

❒ You can select up to 30 files for one operation.

❒ If you select multiple files, the files will be sent in the order they were selected.

❒ If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

4 Press [OK].

The screen for specifying a destination is displayed.

5 Specify a destination.

6 If required, select the sender (scan data delivery source) and a subject.

7 Press the [Start] key.

The selected stored files are sent.

7. Using the Document Server

Data obtained by scanning originals can be stored in the hard disk of the machine using the document server function, and the stored data can be used later. Using DeskTopBinder V2 Lite/Professional, stored data can be viewed or retrieved with a client computer.

Important

❒ There are no special security settings for document server. When a dial-up connection is used, there is a risk that document server will be accessed by an external DeskTopBinder user. We recommend using a security system such as a firewall.

Note

❒ When a delivery server is added to the network, data stored in the document server can be delivered. You can store scanned data in the document server and deliver it with the network delivery scanner or send it by e-mail simultaneously.⇒ p.63 "Using the Network Delivery Scanner with the Document Server"

Storing Data

This section describes how to store data in the document server and how to assign file information to stored data.

Note

❒ The data stored making in the document server is deleted automatically later. For information about settings and changes, see the General Settings Guide.

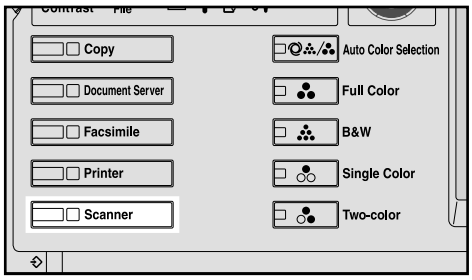
❒ The theoretical maximum number of files that can be stored is 1,000(or 1,000 pages). However, the actual maximum may be less, depending on the space used by the copy function and other functions of the machine.

❒ Documents scanned in the scanner function cannot be printed from the control panel. Print the documents using DeskTopBinder V2 Lite/Professional after receiving.

Storage Procedure

Scan and store the document in the document server.

1 **Press the [Scanner] key.**



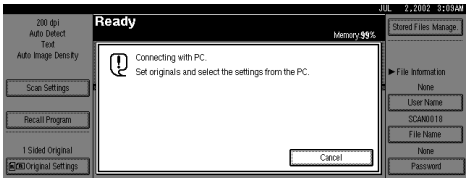
ZHFS013N

2 **If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press [#].**

The Scanner Function screen appears.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



3 **Make sure that no previous setting remains.**

Note

❒ If the previous setting remains, press the [Clear Modes] key.

4 **Place the original in the machine, and adjust the settings for original size and orientation if required.**

Reference

⇒ p.43 “Setting Originals”

5 **Make the scan settings.**

To make the scan settings, call up the stored settings or make the settings individually.

Reference

⇒ p.21 “Setting Scanner Features”

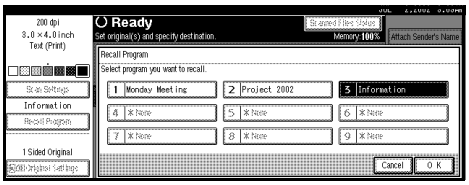
Calling up stored scan settings

❶ **Press [Recall Program].**

The Recall Program screen is displayed.

❷ **Select a user program of scan settings.**

❸ **Press [OK].**



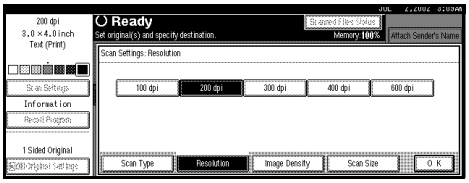
The selected user program settings become active.

Making settings individually

❶ **Press [Scan Settings].**

The screen for making scan settings is displayed.

❷ **Select the desired resolution, original size, and other items to change the settings.**



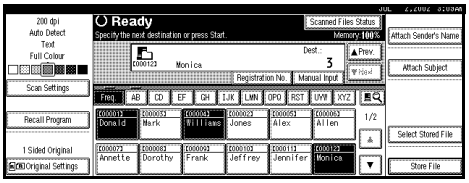
The way to make scan settings is the same way as programming scan settings. See p.21 "Setting Scanner Features".

❸ **Press [OK].**

The scan settings are applied.

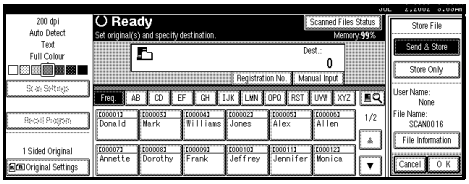
6 **Make the settings for storing scanned data files.**

❶ **Press [Store File].**



The screen for setting storage parameters for scanned data is displayed.

❷ **Press [Store Only].**



Note

❒ To store and deliver scanned data, press **[Send & Store]**. ⇒ p.63 "Using the Network Delivery Scanner with the Document Server"

❒ **[Store Only]** can not be pressed if even a single destination is selected.

❸ **Press [OK].**

7 **Specify file information.**

Specify a user name, file name, and password for the file to be stored.

Reference

For more information about how to specify file information, see p.79 "Specifying file information".

8 **Press the 【Start】 key.**

The original is scanned and the resulting data is stored as a file in the document server.

Note

❒ To abort the scanning process, press the 【Clear/Stop】 key or press **[Stop]** in the screen.

❒ When originals are being scanned using the SADF, load the next original. ⇒ p.46 "Placing the Divided Original in the Automatic Document Feeder (ADF)"

Specifying file information

You can specify a user name, file name, and password for a stored scan data file.

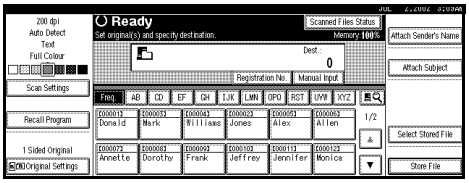
When this function is used, you can search for files by user name or file name, and you can prevent unauthorized persons from accessing the files.

Note

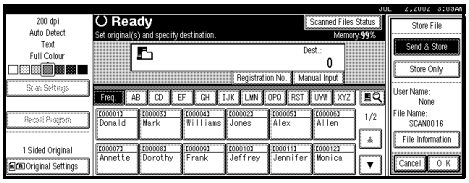
❒ The file name can be up to 64 characters long, The user name can be up to 20 characters long. The first 16 characters are shown on the control panel. With DeskTopBinder V2 Lite/Professional installed on a client computer, you can view the entire string.

1 Display the File Information screen.

❶ Press [Store File].

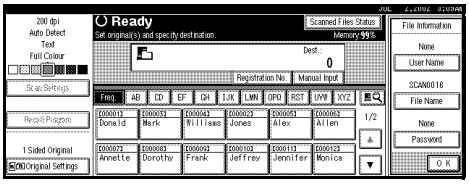


❷ Press [File Information].

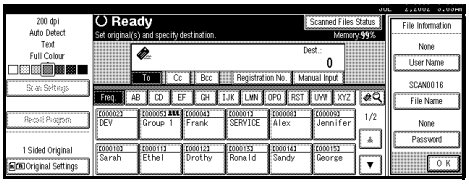


The File Information screen is displayed.

The following screen appears when the network delivery scanner function is used.



The following screen appears when the e-mail function is used.



2 Specify file information.

Specifying a user name

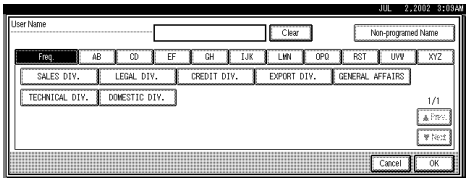
❶ Press [User Name].

The User Name Selection screen is displayed.

Note

❒ If no user name is programmed in System Settings under the Administrator tab, the User Name Selection screen does not appear. Instead, the Non-programed Name Entry screen appears. Enter the user name.

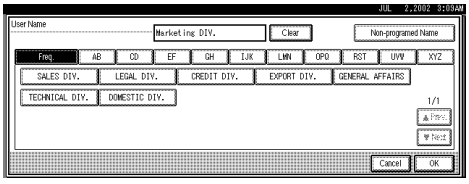
❷ Select the desired user name.



Note

❒ The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter a name not shown here, press **[Non-programed Name]**, and then enter the user name.

❸ Press [OK].



The user name is set.

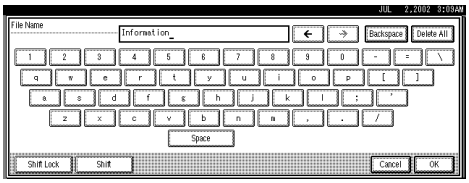
Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

❶ Press [File Name].

The File Name Entry screen appears.

❷ **Enter the desired file name.**



Reference

For information about how to enter characters, see the General Settings Guide.

❸ **Press [OK].**

The new file name is applied.

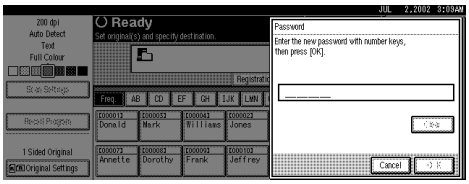
Specifying a password

By specifying a password, only a person who knows the password can view the data.

❶ **Press [Password].**

The Password Entry screen appears.

❷ **Enter a password consisting of four numbers.**



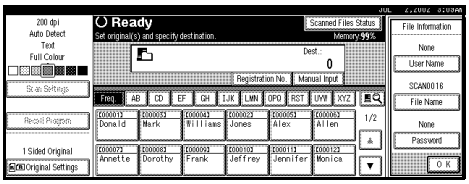
❸ **Press [OK].**

The password is applied.

Important

❒ Do not forget the password. If you forget it, contact the key operators in charge of this machine.

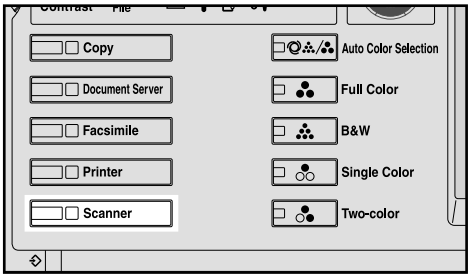
3 **When using the network delivery scanner function, press [OK] twice to return to the original screen.**



Viewing a List of Stored Files

From the displayed list of stored files, you can delete the files stored in the document server or change the file information. To show the displayed list of stored files, perform the following steps.

1 **Press the [Scanner] key.**



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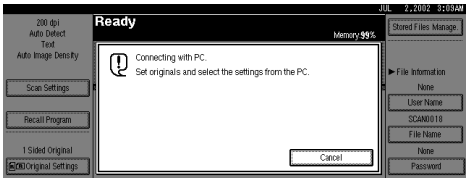
The Scanner Function screen is displayed.

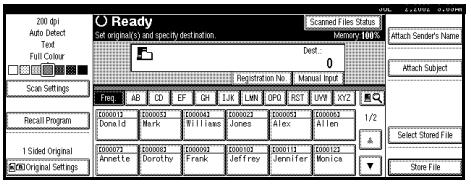
Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



2 **The displayed list of stored files is displayed.**

❶ **Press [Select Stored File].**



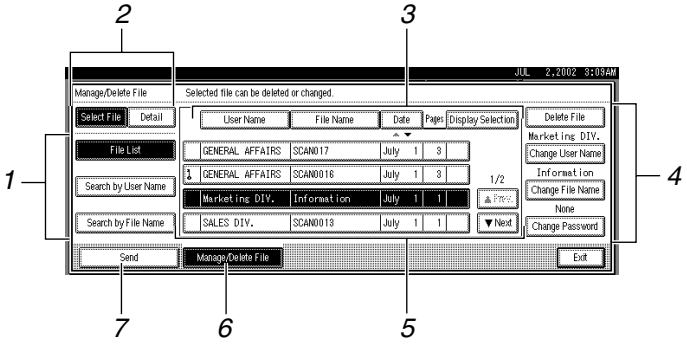
❷ **Press [Manage/Delete File].**

7

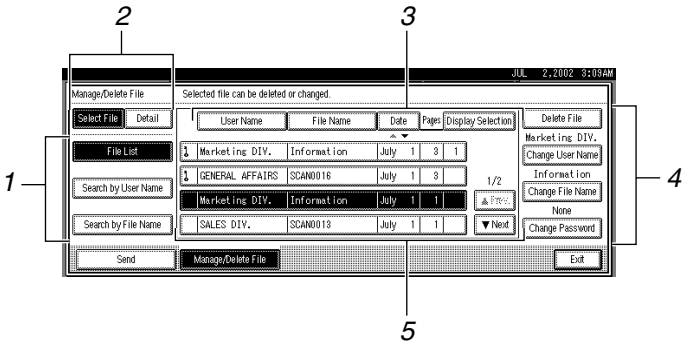
Viewing the List

The list displayed scanned data files that are stored, has the following elements.

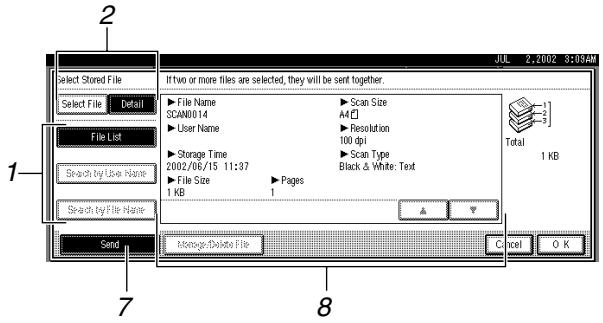
❖ **When using the network delivery scanner or the e-mail**



❖ When using the document server only



❖ When displaying information of a selected stored file



1. Keys for searching files

Switches to the screens for searching file by user name or file name, or to the screen for displaying of all files.

2. Keys to switch to the information display

Use to switch between the stored file list and the detailed information of the selected file.

3. Keys for sorting files

Sorts the files using the selected item as the selected key. Selecting the same item once more causes reverse sort. However, delivery cannot be sorted in descending order.

4. Keys for changing file information

Use for deleting, changing the user name, file, or password of the selected file, or for checking file information.

5. A list of stored files

A list of stored files is displayed.

Note

- ❒ Stored files are not shown when a function other than the scanner function is used.
- ❒ If the desired file is not visible, use **[▲Prev.]** or **[▼Next]** to scroll through the screen.
- ❒ For files which are password protected, a key symbol(⚷) is shown to the left of the file name.

6. [Manage/Delete File]

Press to manage or delete the files stored in the document server or change the file information.

7. [Send]

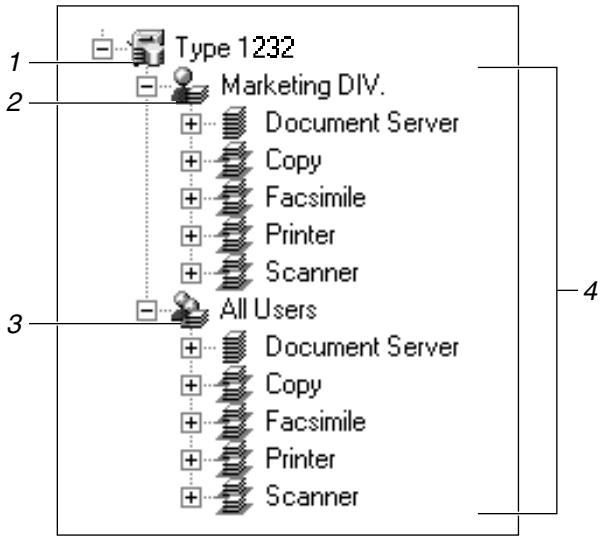
Press to deliver or sending the files stored in the document server. For more information, see p.64 “Delivering Stored Files” or p.76 “Sending Stored Files”.

8. Information of a selected stored file

Press **[Information]** to display the information of a file after selecting the file from the file list.

Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the document server are shown below in DeskTopBinder V2 Lite.



1. Connected device name

Displays the files stored in the connected device on the desk tree by dividing into User name and All uses folders.

2. User name

Displays only the files stored with the same user name specified in the connected device properties. The files stored from the scanner are shown on the “Scanner” folder.

3. All users

Displays all files stored in the connected device.

4. Folder contents display

Displays the files in the selected folder.

Searching for Files

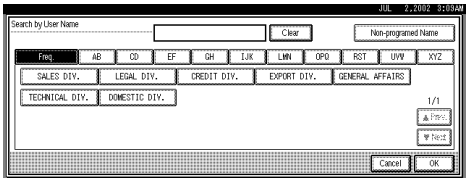
You can search for desired files from the stored files, using the user name or file name as a key.

Searching by user name

1 **On the list of displayed files, press [Search by User Name].**

The Search by User name screen is displayed.

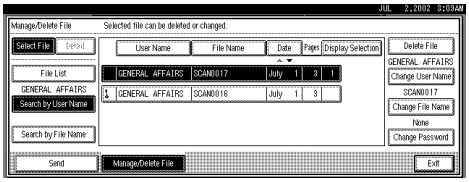
2 **Select the user name to be used for the search.**



The user names shown here are names that were registered in System Settings under the Administrator tab. To enter user name not shown here, press **[Non-programed Name]**, and then enter the name.

3 **Press [OK].**

The search starts, and files whose user name starts with the entered string are displayed.

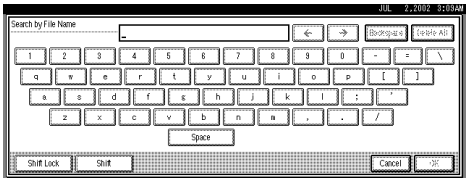


Searching by file name

1 **On the list of displayed files, press [Search by File Name].**

Searching file name screen is displayed.

2 **Enter the file name to search for.**

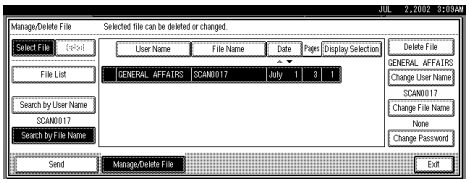


Reference

For information about how to input characters, see General Settings Guide.

3 **Press [OK].**

The search starts, and file whose name starts with the entered string are displayed.



Deleting Stored Files

You can delete files that are no longer needed.

Limitation

❒ Delivery waiting files cannot be deleted.

1 **Display the list of stored files.**

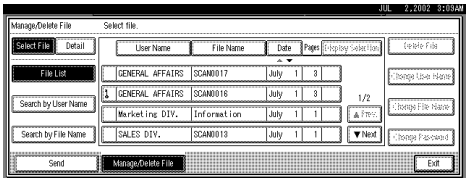
Reference

⇒ p.82 “Viewing a List of Stored Files”

2 **Press [Manage/Delete File].**

The Manage/Delete File screen is displayed.

3 **Select the file to be deleted.**

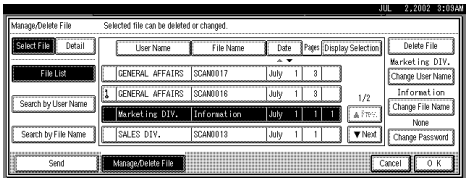


Note

❒ Up to 30 files can be selected.

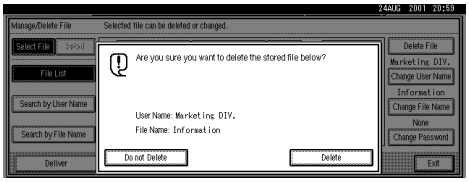
❒ When you select a file protected password, the Password Entry screen is displayed. Enter the correct password, and then press **[OK]**. When more than one file are selected, the Password Entry screen is displayed for each file.

4 **Press [Delete File].**



A confirmation message is displayed.

5 **Press [Delete].**



The file is deleted.

6 **Press [Exit].**

Changing File Information

The information about files stored in the document server (user name, file name, password) can be changed.

Limitation

❒ Information about delivery waiting files cannot be changed.

1 Display the list of stored files.

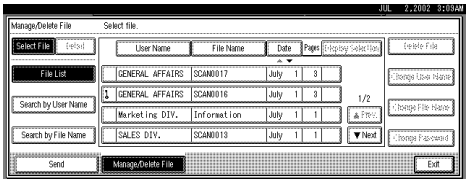
Reference

⇒ p.82 "Viewing a List of Stored Files"

2 Press [Manage/Delete File]

The manage and delete file screen is displayed.

3 Select the file for which you want to change the file information.



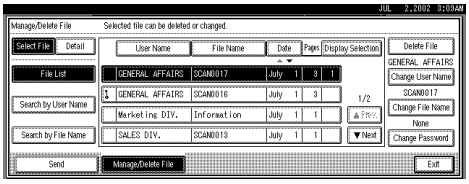
Note

❒ When you select a file protected password, the Password Entry screen is displayed. Enter the correct password, and then press **[OK]**.

4 Change the file information.

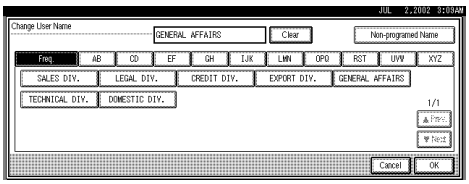
Changing the user name

❶ Press [Change User Name].



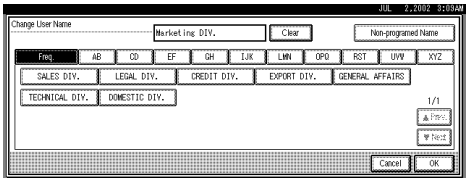
The changing user name screen is displayed.

❷ Select the new user name.



The user names shown here are names that were registered in System Settings under the Administrator tab. To specify a user name not shown here, press **[Non-programed Name]**, and then enter the user name.

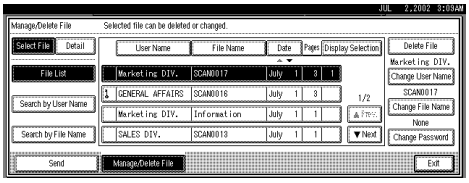
❸ Press [OK].



The user name is changed.

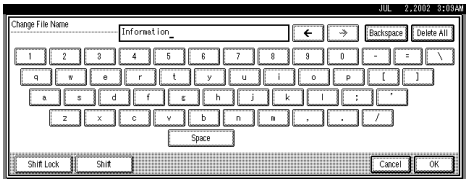
Changing the file name

❶ Press [Change File Name].



The changing file name screen is displayed.

❷ Enter the new file name.



Reference

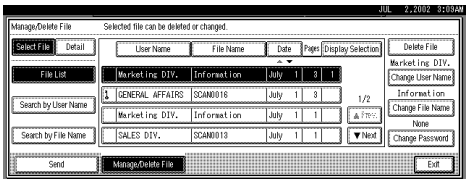
For information about how to enter characters, see the General Settings Guide.

❸ **Press [OK].**

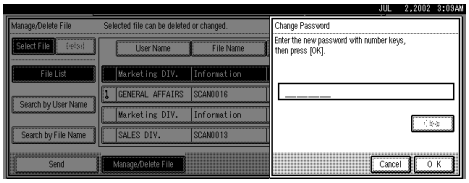
The file name is changed.

Changing a password

❶ **Press [Change Password].**



❷ **Enter the new password consisting of four numbers.**



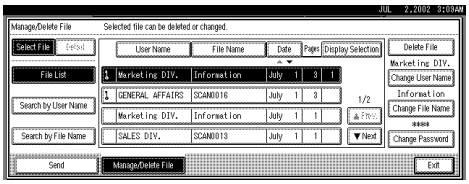
❸ **Press [OK].**

The new password is stored.

Important

❒ Do not forget the password. If you forget it, ask the key operators in charge of this machine.

5 **Verify that the file information change was made as desired, and press [Exit].**



The Relationship between the Resolution and the Data Size

The relationship between the resolution and the data size is mutually contradictory. When the resolution (dpi) is set to a high value, the scanning area becomes smaller. Inversely, when the scanning area is set larger, the resolution becomes lower.

When the network delivery scanner, e-mail and document server are used, the relationship between the scanning resolution and the data size is shown below. If the data size is too large, the message "Exceeded max. data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

Limitation

❒ Depending on the image compression level, the maximum image size will be limited.

❖ **When the "Text", "Text/Photo", or "Photo" is selected as the Scan Type**
All combinations up to A3/11"x17" (297mm×432mm) and 600 dpi are possible.

❖ **When "Gray Scale" is selected as the Scan Type**
The possible scanning combinations corresponding to the amount of memory installed are shown below.
❍: When equipped with 256MB total memory
☆: When equipped with 384MB total memory

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	❍	❍	❍	❍	☆
B4	❍	❍	❍	❍	☆
A4	❍	❍	❍	❍	❍
B5	❍	❍	❍	❍	❍
A5	❍	❍	❍	❍	❍
B6	❍	❍	❍	❍	❍
A6	❍	❍	❍	❍	❍
A7	❍	❍	❍	❍	❍
11x17	❍	❍	❍	❍	☆
Legal($8^1/_2$x14)	❍	❍	❍	❍	❍
$8^1/_2$x13	❍	❍	❍	❍	❍
Letter($8^1/_2$x11)	❍	❍	❍	❍	❍
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	❍

❖ When Full Color [Text] and [Photo] are selected as the Scan Type

The possible scanning combinations corresponding to the amount of memory installed are shown below.

❍: When equipped with 256MB total memory

☆: When equipped with 384MB total memory

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	❍	❍	☆	☆	
B4	❍	❍	❍	☆	
A4	❍	❍	❍	❍	☆
B5	❍	❍	❍	❍	☆
A5	❍	❍	❍	❍	☆
B6	❍	❍	❍	❍	❍
A6	❍	❍	❍	❍	❍
A7	❍	❍	❍	❍	❍
11x17	❍	❍	☆	☆	
Legal ($8^1/_2$x14)	❍	❍	❍	☆	
$8^1/_2$x13	❍	❍	❍	☆	
Letter ($8^1/_2$x11)	❍	❍	❍	❍	☆
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	☆

Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner e-mail function do not work. Various messages that may appear on the control panel or computer are listed, along with causes and suitable countermeasures.

When Scanning Is Not Performed as Expected

Status	Possible Cause and Action
The image cannot be scanned at all.	The original was placed with the front and back reversed. Make sure that the original orientation is correct. When placed directly on the exposure glass, the side to be scanned must face down. When fed via the ADF, the side to be scanned must face up. ⇒ p.43 "Setting Originals"
The image is distorted or out of position.	• The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The image is scanned upside down.	The original was placed upside down. Place the original in the correct direction.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. ⇒Copy Reference

Delivery Function Does Not Work

Status	Possible Cause and Action
The Delivery Scanner Function screen is not displayed.	• If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press **[Cancel]** to switch to the network delivery scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the network delivery Scanner Settings are not correct. See p.18 "Default Settings" and make the appropriate settings.

When an Error Message Is Displayed on the Control Panel

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see "General Settings Guide".

Message	Possible Cause and Action
Cannot cancel sending certain file(s). To confirm the result, check **[Scanned Files Status]**.	Only files in waiting can be cancelled. Files with a delivery status of sucessful or resulted cannot be cancelled.
Cannot communicate with the delivery server. Check the server status.	No response from the delivery server. Possible causes are as follows: • The delivery server is not running or has not started delivery service. • "Delivery Server IP Address" is not set correctly in System Settings. • The delivery server does not recognize the connected device. Register a connected device in "Set I/O Device" of ScanRouter V2 Administration Utility. ⇒ScanRouter V2 Administration Utility Help • The machine may not be correctly connected to the network. Check the LED indicators of the Ethernet board. ⇒General Settings Guide
Cannot communicate with SMTP server. Check the server status.	• Check whether this machine and the SMTP server are correctly connected to the network. • The SMTP server is not running or is not in service. • Check whether the setting of "Network" at the initial state is correct.
Cannot detect original size. Select scan size. **Note** ❒ These messages are shown alternately	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.

Message	Possible Cause and Action
Cannot find SMTP server. Check DNS or SMTP.	• Check whether this machine and the mail server are correctly connected to the network. • The mail server is not running or is not in service. • Check whether the "Network" setting for the initial system setup is correct.
Cannot select over 30 files at the same time.	To deliver more than 30 stored files, divide the files and perform the operation several times.
Cannot specify more than 100 destinations.	When there are 100 or more destinations, split the destinations into 2 or more groups for delivery.
E-mail address entered is not correct. Please reenter.	Make sure the e-mail address is correct, and then enter it again.
Exceeded max. data capacity. Check the scanning resolution, then press start again.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals. ⇒ p.89 "The Relationship between the Resolution and the Data Size"
Exceeded max. E-mail size. Complete scan has not been made. Press **[Send]** to send the current scanned data, or press **[Cancel & Delete]**.	The size of the e-mail exceeded the maximum size possible. Reduce the volume of images and send it again.
Exceeded max. E-mail size. Sending E-mail has been cancelled. Check **[Max. E-mail Size]** in Scanner Features.	• Increase the size of **[Max. E-mail Size]**. • Set **[Divide & Send E-mail]** to "On".
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 3000. Delete unneeded files.
Exceeded max. number of destinations which can be programmed.	More than 2001 destinations were programmed. Keep the number at 2000 or less.
Exceeded max. number of pages per file. Do you want to store the scanned pages as 1 file?	The maximum number of pages per file is 500. Specify whether to use the data or not. Scan the pages that weren't scanned, and store them as a new file.
Exceeded max. number of results.	Search again after changing the search conditions.
Exceeded max. number of standby files. Try again after the current file is sent.	There are 50 waiting files in the sending queue for the delivery server. Wait until files have been sent.
Exceeded max. page capacity per file. The current scanned data will be sent.	Because the number of pages has reached the maximum number that can be sent,the data up to this point is sent. Scan the remaining pages after transmission.
Load paper of the following sizes. _Required: A3🗋 B4🗋 JIS A4🗋 A4🗋...	Load paper of the sizes listed in the message.

Message	Possible Cause and Action
Load the following paper in.	Load paper in the tray indicated.
Memory is full. Cannot scan.	Because of insufficient hard disk space, the first page could not be scanned. Try one of the following measures. • Wait for a while and retry the scan operation. • Reduce the scan area. • Delete unneeded stored files.
Memory is full. Cannot scan. Only sending stored files is available. **Note** ❒ These messages are shown alternately.	There is not enough free hard disk space. No more files can be stored. Delete unneeded files.
Memory is full. Delete the unnecessary stored files. **Note** ❒ These messages are shown alternately.	There is not enough free hard disk space. Delete unneeded files.
Memory is full. Scanning has been cancelled. Do you want to store the scanned data? **Note** ❒ These messages are shown alternately.	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
Memory is full. Press **[Send]** to send the current scanned data, or press **[Cancel]** to delete.	Because there is not enough free hard disk space in the machine, the page could only be partially scanned. Specify whether to use this data or not.
No destination is programmed for this number.	The short ID number that can be assigned to each destination is not programmed in the delivery server. Assign a correct number to each destination.
No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.	Files can be scanned with TWAIN by switching to the network TWAIN scanner.
No sender is programmed for this number.	The short ID number that can be assigned to each sender is not programmed in the delivery server. Assign a correct number to each sender.
Output buffer is full. Sending the data has been cancelled. Please try again later.	Too many files are in waiting. Please try again after they have been delivered.
Scanner is currently in use for another function. Cannot scan. **Note** ❒ These messages are shown alternately.	The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.

Message	Possible Cause and Action
Scanning can not continue because of insufficient memory space. Do you send the scanned data? When the delivery is stopped, the scanned data is deleted.	Scanning has not been completed because of insufficient hard disk space in the machine. Select whether or not the scanned file is delivered.
Selected file is currently in use. Cannot change file name.	The name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is cancelled.
Selected file is currently in use. Cannot change password.	The password of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is cancelled.
Selected file is currently in use. Cannot change user name.	The user name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is cancelled.
Selected file is currently in use. Cannot delete it.	A file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a waiting queue cannot be deleted. Try the operation again after editing is finished or waiting is cancelled.
Sender's name is not selected. Sending E-mail has been cancelled.	A sender's name should be specified before sending e-mail. Send e-mail after specifying the sender's name.
Sending the data has been cancelled due to containing some deleted file(s). Try again after checking the stored files.	Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.
Sending the data has failed. Insufficient memory in SMTP server.	There is not enough free space on the hard disk of the SMTP server. Free up the required amount.
Sending the data to SMTP server has failed. The data will be resent later.	A network error has occurred and a file was not sent correctly to SMTP server. Wait until delivery is retried automatically after the preset interval. If the delivery fails again, notify the network administrator.

Message	Possible Cause and Action
Sending the data to SMTP server has failed. To confirm the result, check **[Scanned Files Status]**.	While sending a file to the SMTP server, a network error has occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded. Notify the network administrator. If multiple files were sent, use the Delivery Files Status screen to check for which file the problem occurred. ⇒ p.62 "Checking the Status of Delivery" ⇒ p.74 "Checking the Status of E-mail"
Sending the data to the delivery server has been failed. To confirm the result, check **[Scanned Files Status]**.	While sending a file to the delivery server, a network error has occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded. Notify the network administrator. If multiple files were sent, use the Delivery Files Status screen to check for which file the problem occurred. ⇒ p.62 "Checking the Status of Delivery"
Sending the data to the delivery server has failed. The data will be resent later.	A network error has occurred and a file was not sent correctly to the delivery server. Wait until delivery is retried automatically after the preset interval. If the delivery fails again, notify the network administrator.
Specified SMTP server is not set correctly. Sending E-mail has been cancelled.	Check whether the "Network" setting for the initial system setup is correct.
Switching. Please wait.	No destinations can be specified until after the switching is completed.
The destination list has been updated. Specified destination(s) or sender's name has been cleared.	A specified destination or sender's name was cleared when the destination list in the delivery server was updated. Specify the destination or sender's name again.
The password entered is not correct. Try again.	Enter the password again.
The selected files contain the file deleted. Check the stored files status.	After the files were selected, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again.
The specified group contains some user(s) who do not have E-mail addresses. Are you sure you want to send E-mail only to the user(s) who have addresses?	The group contains members whose e-mail addresses are not registered. Please check the e-mail addresses of the group and repeat the selection.
Transmission has been failed. Insufficient memory in the delivery server.	There is not enough free space on the hard disk of the delivery server. Free up the required amount.

Message	Possible Cause and Action
Updating the destination list. Please wait. Specified destination(s) or sender's name has been cleared.	If a destination or sender's name was already selected, re-select it after this display is cleared.
Updating the destination list has failed. Try again?	Check whether the delivery server has started operation.

When an Error Message Is Displayed on the Computer

This section describes main possible causes and actions for error messages displayed on the computer when the TWAIN driver is used.

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is executed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see "General Settings Guide".

Message	Cause and Action
[Cannot connect to the scanner. Check the network Access Mask settings in User Tools.]	The access mask is set. Notify the network or scanner administrator.
[Cannot detect the paper size of the original. Specify the scanning size.]	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
[Cannot find the scanner. Check if the scanner main power is on.]	Check whether the main power switch of the machine is turned off.
[Cannot find the scanner used for the previous scan. Another scanner will be used instead.]	Check whether the power switch of the previously used scanner is turned on. Reselect the scanner.
[Error has occurred in the scanner.]	Check whether the scanning settings made with the application exceed the setting range of the machine.
[Error has occurred in the scanner driver.]	• Check whether the network cable is connected correctly to the computer. • Check whether the Ethernet board of the computer is recognized correctly by Windows. • Check whether your computer can use the TCP/IP protocol.

Message	Cause and Action
[Insufficient memory. Close all applications, then restart scanning.]	Close unnecessary applications running on the computer.
[Insufficient memory. Reduce the scanning area.]	• Reset the scan size. • Lower the resolution. • Set with no compression. ⇒ p.25 "Making Scanner Settings" **Note** ❒ The "The Relationship between the Resolution and the Scanning Area" chart in Help for halftone scanning might not always apply. Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. ❒ When a paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.
[No response from the scanner.]	• Check whether the machine is connected to the network correctly. • The network is crowded. Reconnect after a while.
[No User Code is registered. Consult your system administrator.]	Access is restricted with user codes. Consult the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Please wait]	The machine is in warming up. Please wait. Automatic scanning will start soon.
[Scanner is in use for other function. Please wait.]	A function of the machine other than the scanner function is being used such as the copy function. Wait for a while and reconnect.
[Scanner is in use by other user. Please wait.]	Another user is using the machine to scan originals. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	Check whether the machine is connected to the network correctly.
[Scanner is not ready. Check the scanner and the options.]	Check whether the ADF cover is closed.
[The name is already in use. Check the registered names]	You tried to register a name that is already in use. Use another name.
[The scanner power is off.]	• Check whether the main power switch of the machine is turned on. • Check whether the machine is connected to the network correctly.

Specifications

Scan method	Flat bed scanning
Image sensor type	CCD Image Sensor
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX), IEEE 1394(option), Wireless LAN(option)
Maximum scan size	A3/11″x17″ (297mm×432mm)
Scan density	600dpi
Variable range of scan resolution	• When used as a network TWAIN scanner Setting range: 100dpi - 1200dpi • When used as a network delivery scanner or for sending e-mail Setting range: 100dpi, 200dpi, 300dpi, 400dpi, 600dpi

INDEX

A

Automatic tilt correction, 52
Auto Run program, 34

C

Checking the Status of Delivery, 62
Compression (Black & White), 25
Compression (Gray Scale/Full Color), 26

D

Default settings, 18
DeskTopBinder V2 Lite, 38, 40, 49
Destination List Priority, 26
Display, 11
Display Contents
E-mail, 13
Network Delivery Scanner, 13
Network TWAIN Scanner, 12
Divide & Send Scan to E-mail, 26
Document Server, 10

E

E-mail, 9
E-mail Information Language, 27

F

File Type Priority, 28
Function keys, 12

I

Image density, 21
Initial scanner setup, 18
Installing Software, 34

J

Job Reset Time in Adding Original, 27

L

List displays
Delivery, 53
Stored, 82

M

Main power indicator, power indicator, 11
Making E-mail Settings, 32
Max. E-mail Size, 26
Mixed original sizes priority, 27
Mode, 51

N

Network delivery scanner, 8
network TWAIN scanner, 7
Number keys, 12

O

Operation Switch, 11
Original orientation and scan area setting, 47
Original orientation priority, 27
Original setting, 27

P

Placing the original in the Automatic Document Feeder (ADF), 45
Placing the original on the exposure glass, 44
Preparations
E-mail, 17
Network Delivery Scanner, 16
Network TWAIN Scanner, 15
Preview, 51
Print & Delete Scanner Journal, 28
Printing to the image, 52

R

Resolution, 21

S

Save, 52
Scanning mode registration, 52
Scanning originals, 50
ScanRouter V2 Lite, 41
Scan size, 22
Scan type, 21
Selecting a custom size, 23
Select Title, 28
Senders Name Default, 26
Send/Store connection timeout, 25
Setting Scanner Features, 21
Software supplied on CD-ROM, 39
Status indicators, 12
Store data, 77
Stored files
Changing file information, 87
Delete, 86
Delivering, 64
Search, 85
Sending, 76
Switch to Batch, 28

T

The【**Check Modes**】key, 11
The【**Clear Modes**】key, 11
The【**Clear/Stop**】key, 12
The【**Energy Saver**】key, 11
The【**#**】Enter key, 12
The relationship between the resolution and the data size, 89
The【**Start**】key, 12
The【**User Tools/Counter**】key, 11
Troubleshooting, 91
Type1232 TWAIN Driver, 39

U

Update Delivery Scanner Destination List, 26

V

Viewing a list of stored files in DeskTopBinder V2 Lite, 84

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, might cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Warning:

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Caution (in case of 100BASE-TX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer/Scanner Controller

Model Number: Printer/Scanner Kit Type 1232

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and

2. this device must accept any interference received,

including interference that may cause undesired operation.

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